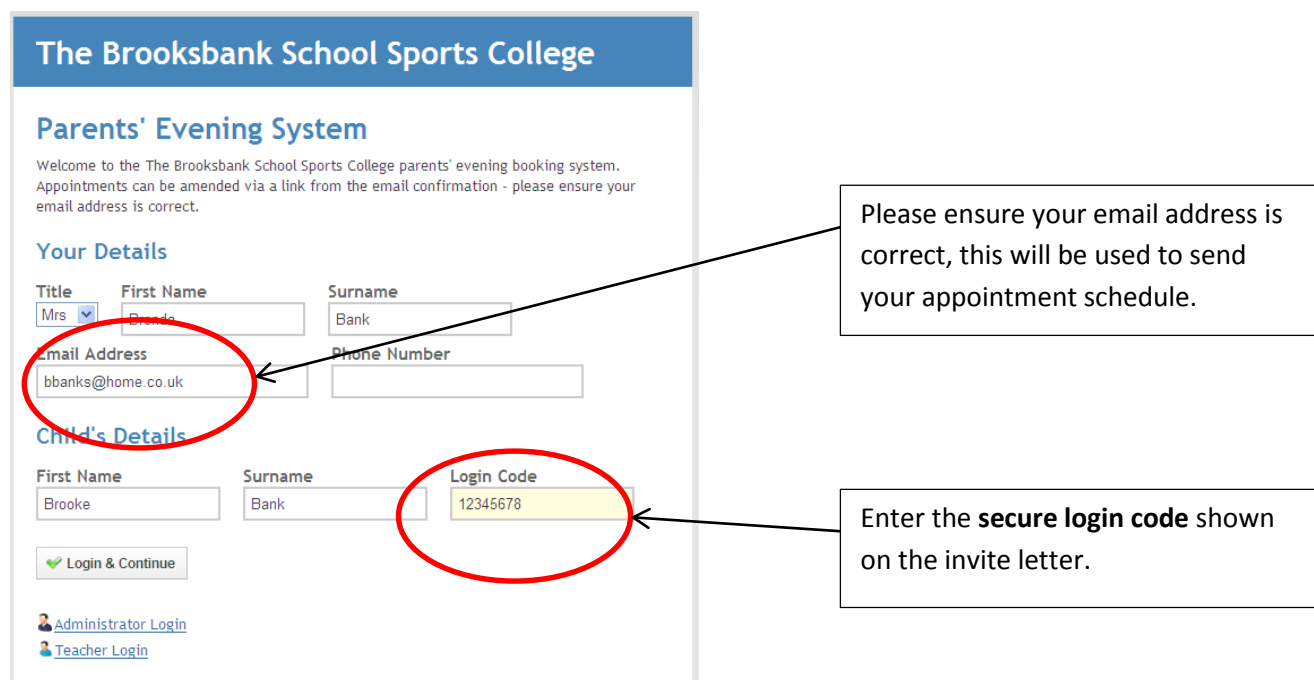


# Parents Evening Booking System – Instructions for use

Go to website address: <http://brooksbank.parentseveningsystem.co.uk>

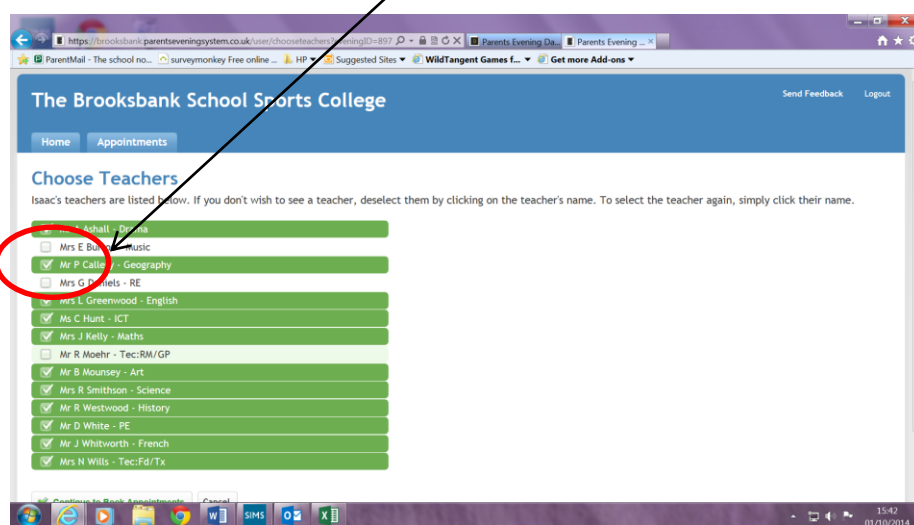
To log in you will need your name, email address, your child's name and the **secure login code** found on your letter



The screenshot shows the login page for 'The Brooksbank School Sports College Parents' Evening System'. It features a 'Your Details' section with fields for Title (Mrs), First Name (Brooke), Surname (Bank), Email Address (bbanks@home.co.uk), and Phone Number. Below this is the 'Child's Details' section with fields for First Name (Brooke), Surname (Bank), and Login Code (12345678). A 'Login & Continue' button is at the bottom. Two callout boxes provide instructions: one points to the email address field, stating 'Please ensure your email address is correct, this will be used to send your appointment schedule.' The other points to the Login Code field, stating 'Enter the secure login code shown on the invite letter.'

Once logged in, a list of your child's classes and teachers will be displayed. If you do not want an appointment with a certain teacher, click on the tick to deselect them.

To help you make the most of this system -for Years 8 to 11 - we suggest you try booking the teachers you wish to see in alphabetical order rather than subject order AND try to leave a gap after every 4/5 appointments if you are seeing a large number of staff.



The screenshot shows the 'Choose Teachers' page. It lists teachers for 'Isaac' with checkboxes next to their names and subjects. The list includes: Mrs E B... Music, Mr P. Catter - Geography, Mrs G... RE, Mrs L Greenwood - English, Ms C Hunt - ICT, Mrs J Kelly - Maths, Mr R Moehr - Tec/RM/GP, Mr B Mounsey - Art, Mrs R Smithson - Science, Mr R Westwood - History, Mr D White - PE, Mr J Whitworth - French, and Mrs N Willis - Tec/Fd/Tx. A red circle highlights the checkbox for Mrs E B... Music, which is currently unchecked.

Continue to the booking screen where a calendar sheet for the evening will be displayed.

Click once in a time slot under a teacher's column to make an appointment, choosing the best times available to suit you. If you change your mind about an appointment, click on the red cross and choose another time.

	Miss M Binns BusinessSt Main Hall	Mr D Hepworth BusinessSt Main Hall	Mr R Jowett BusinessSt Main Hall	Mrs G Daniels Citizenship Main Hall	Ms C Hunt ICT Main Hall	Mr C Moreman ICT Main Hall	Mr M Jewitt Maths Main Hall	Ms S Bracey Pastoral 5 Main Hall
18:00	Brooke B. ✘			No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
18:05		Brooke B. ✘						
18:10			Brooke B. ✘					
18:15				Book	Book	Book	Book	Book
18:20				Book	Book	Book	Book	Book
18:25				Book	Book	Book	Book	Book
18:30				Book	Book	Book	Book	Book
18:35				Book	Book	Book	Book	Book
18:40				Book	Book	Book	Book	Book
18:45				Book	Book	Book	Book	Book
18:50				Book	Book	Book	Book	Book
18:55				Book	Book	Book	Book	Book
19:00				Book	Book	Book	Book	Book
19:05				Book	Book	Book	Book	Book
19:10				Book	Book	Book	Book	Book
19:15				Book	Book	Book	Book	Book
19:20				Book	Book	Book	Book	Book
19:25				Book	Book	Book	Book	Book
19:30				Book	Book	Book	Book	Book
19:35				Book	Book	Book	Book	Book
19:40				Book	Book	Book	Book	Book

Once you have finished making your appointments, an email will be sent to the email address you supplied on the login page. Changes can be made to your schedule using the link in your confirmation email.

If you have any questions about the system, please contact the relevant pastoral office:

- Years 8 & 9 Mrs Karen Perry [kperry@bbs.calderdale.sch.uk](mailto:kperry@bbs.calderdale.sch.uk)
- Years 10 & 11 Mrs Julie O'Hehir [johehir@bbs.calderdale.sch.uk](mailto:johehir@bbs.calderdale.sch.uk)
- Years 12 & 13 Mrs Judith Allen [jballen@bbs.calderdale.sch.uk](mailto:jballen@bbs.calderdale.sch.uk)