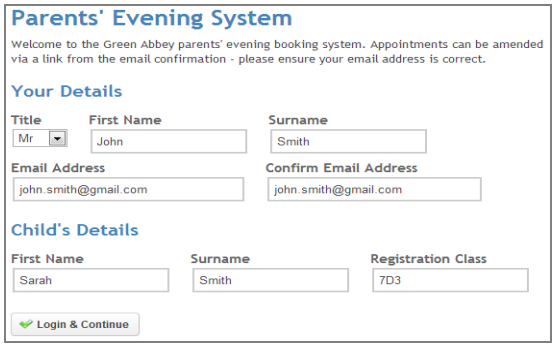
St Mary Magdalene CE Primary School.

Parents' Guide for Booking Appointments

Website: https://stmm.parentseveningsystem.co.uk/



Step 1: Login

Please fill in the following details.

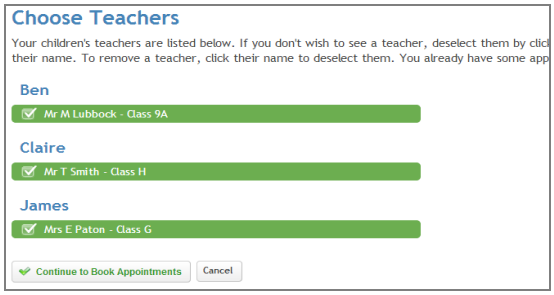
Your details:
Parents only need to enter their surname.
If you add your email you will be sent a confirmation.

Child's details:
Please use your child's first name and surname that matches our records.
The registration classes are: Reception, Y1, Y2, Y3, Y4, Y5 or Y6.



Step 2: Select Parents' Evening

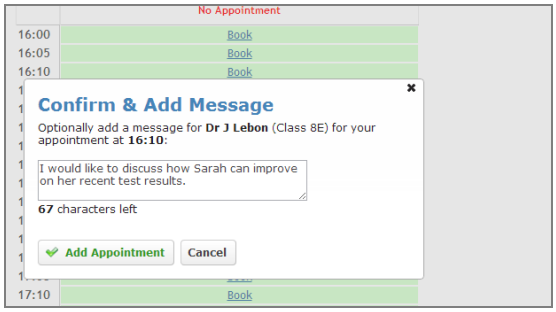
Click the green tick to select the parents' evening you want to make appointments for.



Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

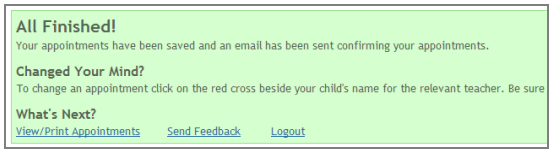
Click on the Continue button to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. You may enter a note to highlight an issue you wish to talk about. The teacher will be able to see this. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

You will receive an email confirmation of your appointments. To send the school feedback about this system, click on "Send Feedback".



Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.