

Instructions to Parents: Parents' Evening Appointment Booking System

To book appointments with the teachers you wish to see you now need to use the parent portal system along with your parent portal login details. If you do not have login details, please follow the on screen instructions. You will need to contact the academy to request the unique portal registration code for your child.

Please go to www.ripleysthomas.co.uk , click on Parent/Student Login, input your email address and password and click on "Login".

Once logged into the parent portal:

1. **Click on the picture of your son/daughter for whom you wish to make the appointments.**
2. **From the menu select "Parents' Evening".**
3. **You will now be able to view and make appointments for your son/daughter.**

To make appointments:

1. Hover over / click on "Select a Subject / Appointment".
2. From the drop down list select the subject and the time you require – the name of your son's / daughter's teacher will automatically appear.
3. The next screen confirms your time, subject and teacher.
4. Click on **"Click to book"**.
5. A screen will appear to enable you to input notes for discussion e.g. homework / behaviour, or you can leave it blank.
6. Press **SAVE** to confirm the appointment, and in the resulting window click **CLOSE**.
7. You will then be taken back to the main screen to continue booking more appointments.
8. If you have more than one child in a year group, we would suggest that you move between children and subjects to get the best time for subjects.
9. **To amend** any booking that you have made, click on the booking – the appointment will appear. Then, click "remove" and click "remove" again. This can be done up to 48hrs before the event.
10. Your appointment will no longer appear on your appointment list and will be available for other parents to select.

Summary: -

- You can print your appointments from within the parent portal.
- The day before parents' evening we will email you your appointments that have been booked via the parent portal to your email account – **PLEASE CHECK YOUR JUNK FOLDER** if you do not receive your email, although you will be able to log into the parent portal to obtain a copy of the appointments should you need to.
- The booking system **"closes"** 48 hours before parents' evening takes place.

IG Gomersall
Director of Operations

Believe.....