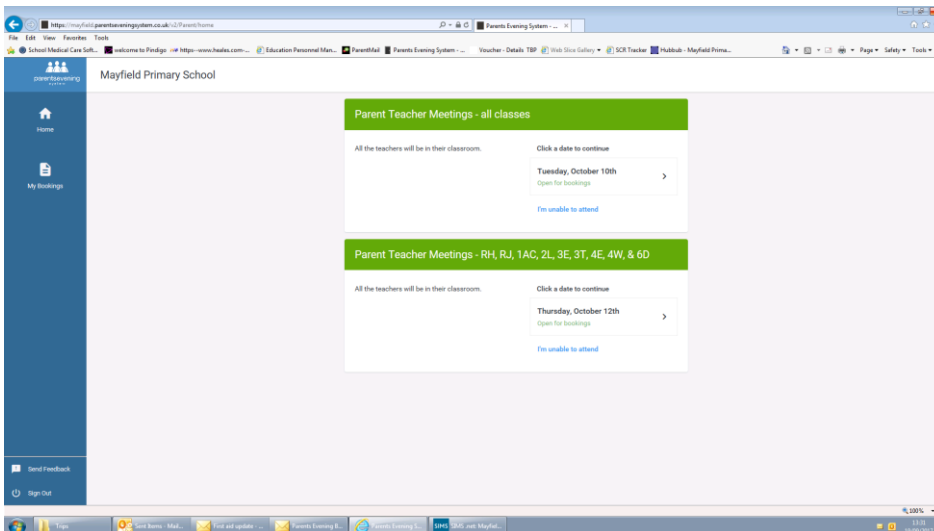


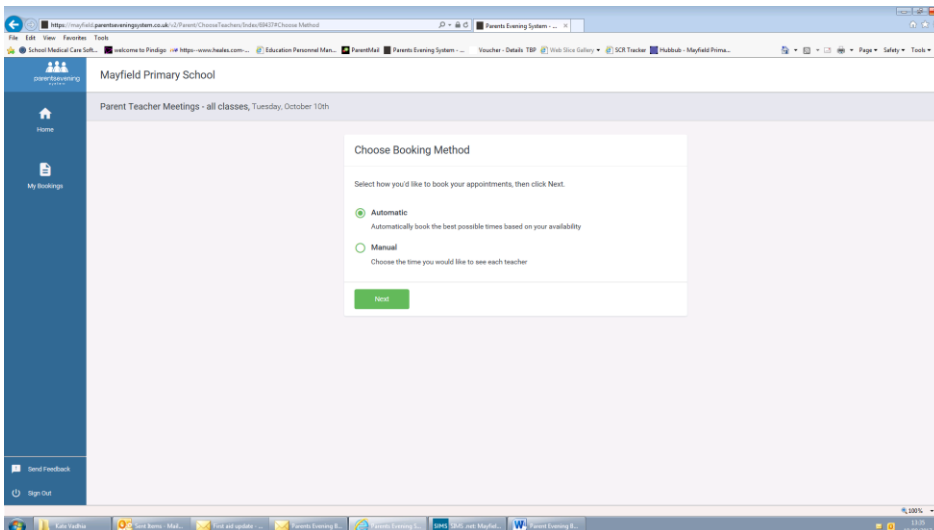
Parent-Teacher Booking System

Parent-teacher sessions will be running at various times during the week of 19th February.

- The website is www.mayfield.parentseveningsystem.co.uk
- You will need to put in your name and email address (phone number is optional) and your child's name (as it appears on the register) and class eg RC. **Note: if the site is asking for a date of birth you are on the WRONG Mayfield School site. Please use the link above to reach the correct site.**
- You will then see the sessions offered for your child's year group:

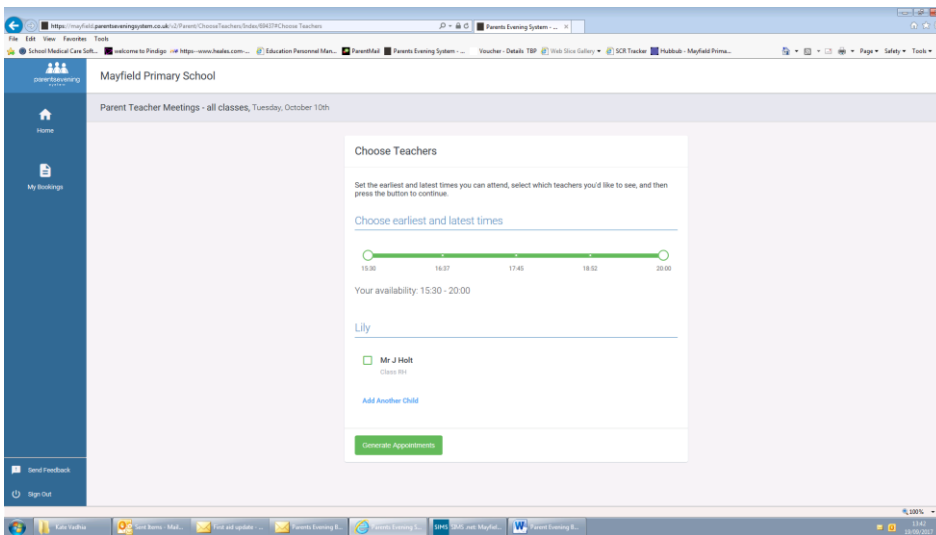


- Please note that all classes have parent-teacher meetings on the evening of the 10th.
- Click on the session you wish to make an appointment for – the class teacher will be displayed. Please note that the teachers from ICS and IAC and 2L are grouped together and displayed as Ms ICS Teacher and Ms 2L Teacher etc.
- Choose a booking method – **automatic** or **manual**.

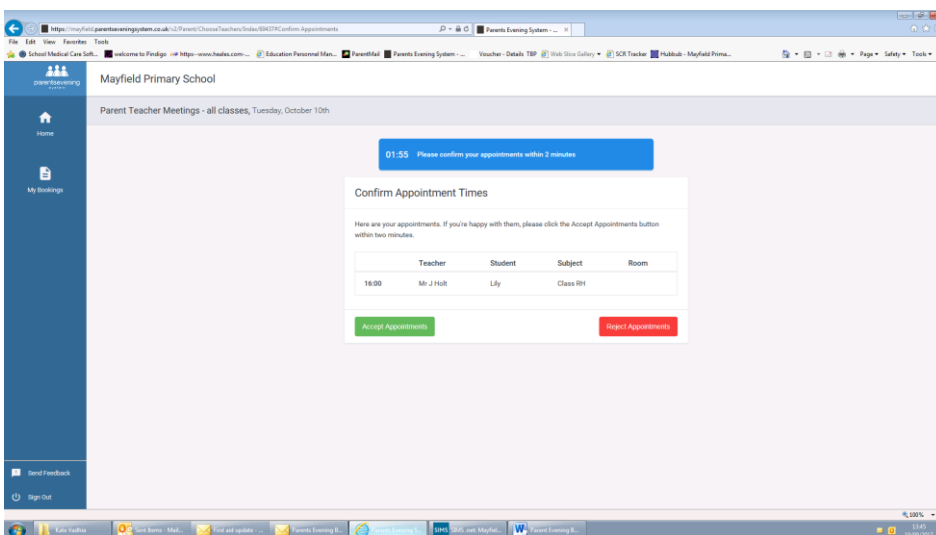


Automatic

Will suggest an appointment time for you based on your availability



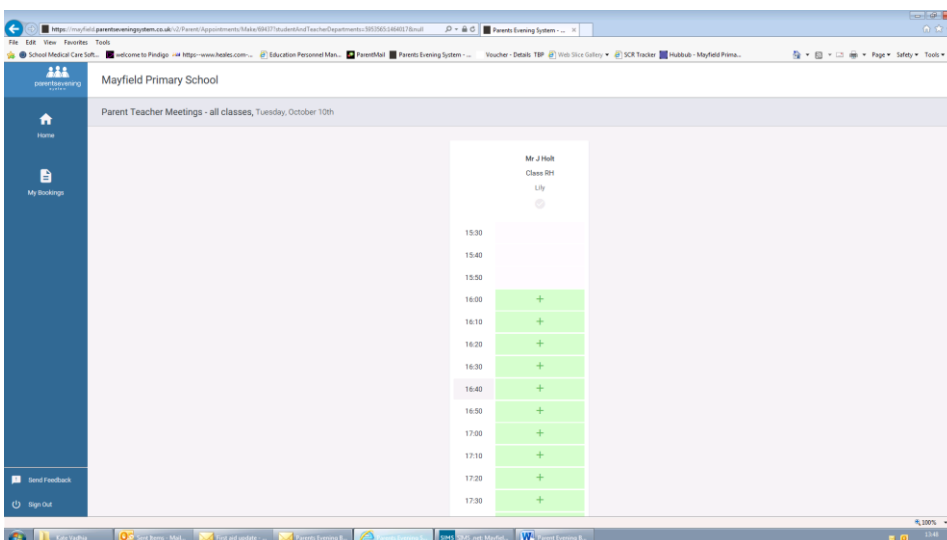
- Use the slider to indicated your availability
- You can also add another child in the family
- Tick the teacher and click on the green “Generate Appointments”
- You can then accept or reject the suggested appointment



Manual

You choose the best appointment times

- Select the time you would like and click on the +



- Save the appointment

After you have booked an appointment:

- You will receive an email confirmation.
- If you have a problem with the system or do not have access to the internet please contact the school office.
- Appointments can be changed up to 24 hours before the session (on the Friday before Monday appointments).
- Please note that all appointments are for 10 minutes. If you feel you need longer please speak to your child's class teacher.

The Parent Council FAQ on the school website has some suggested questions which you may find useful.