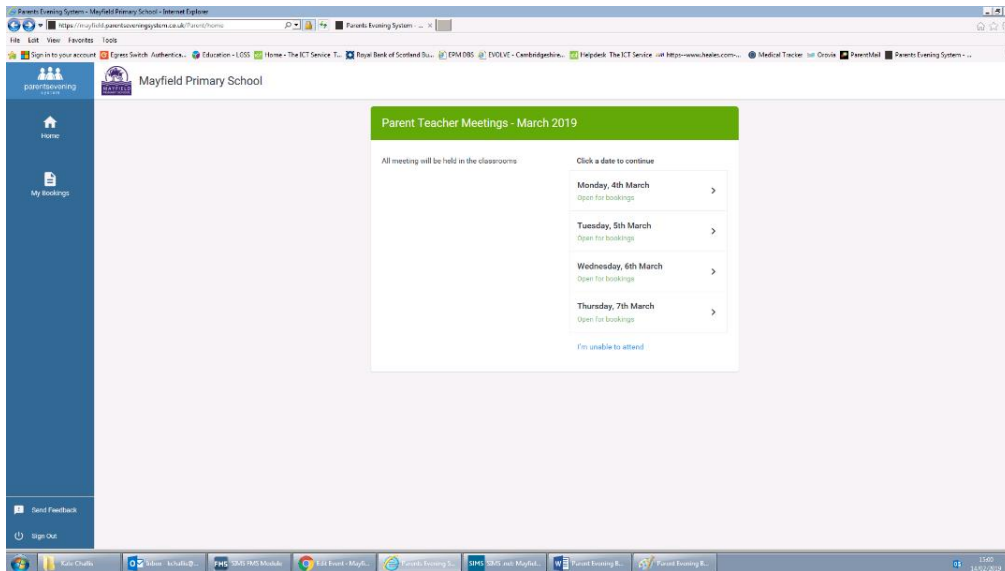


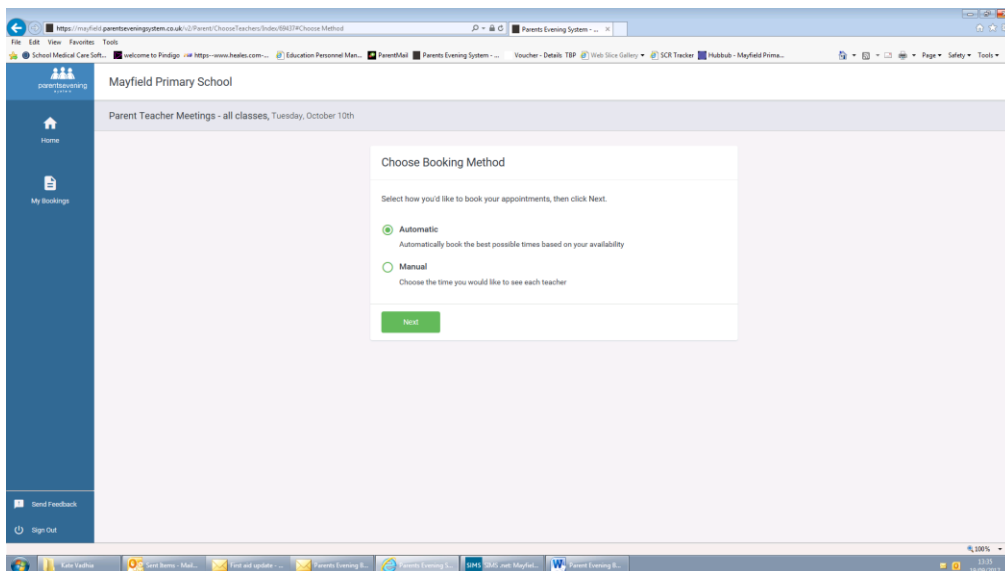
Parent-Teacher Booking System

Parent-teacher sessions will be running at various times during the week of 4th March.

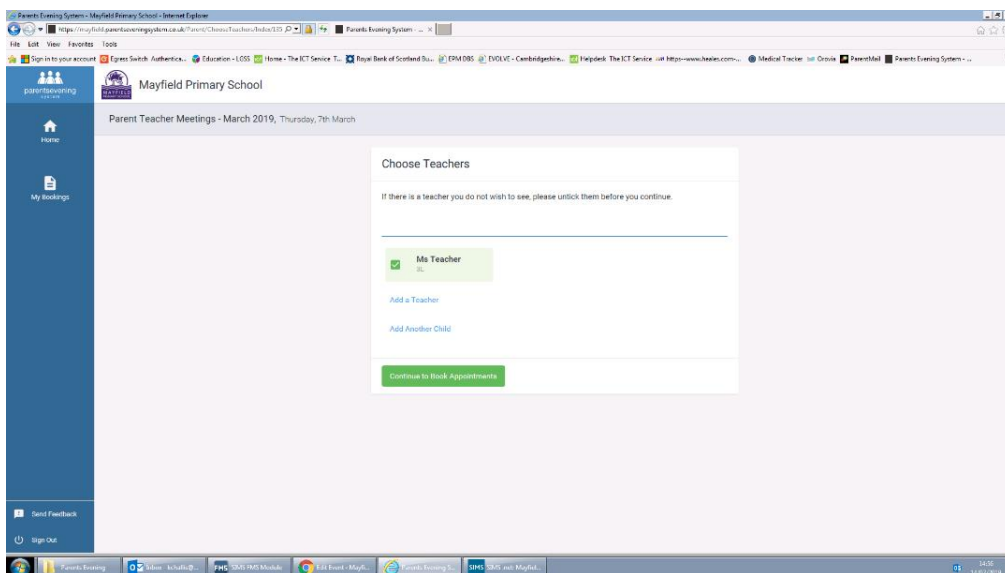
- The website is mayfield.parentseveningsystem.co.uk
- You will need to put in your name and email address (phone number is optional) and your child's name (as it appears on the register) and class eg RC. **Note: if the site is asking for a date of birth you are on the **WRONG** Mayfield School site. Please use the link above to reach the correct site.**
- You will then see the different sessions during the week - details of which teachers are offering which days can be found **HERE**
- Please note that all classes have parent-teacher meetings on the evening of the 5th.
- Click on the session you wish to make an appointment for. The teachers from IHC and 3L and 4CR are grouped together and displayed as Ms IHC Teacher and Ms 3L Teacher etc.



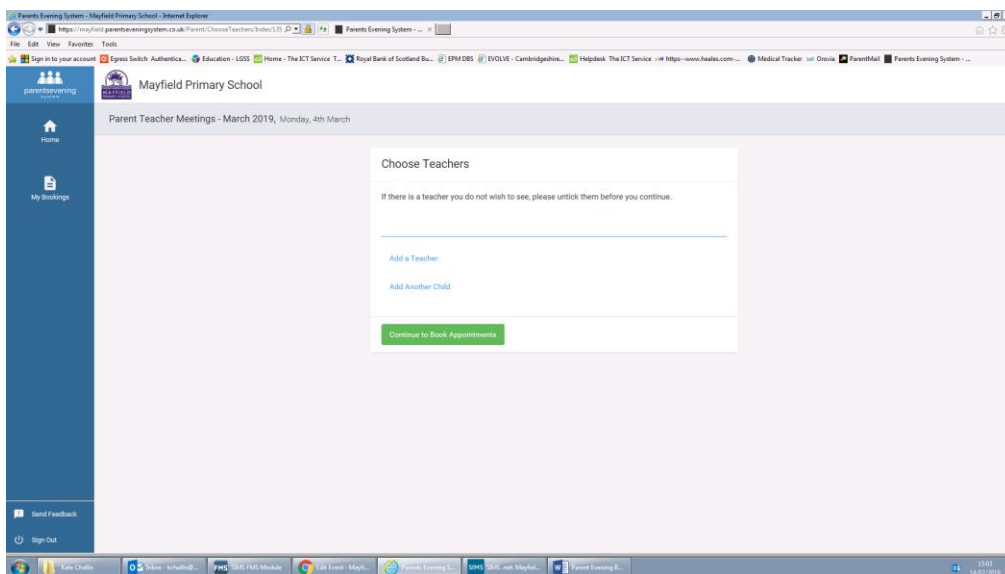
- Choose a booking method – **automatic** or **manual**.



- **Automatic**
 - Will suggest an appointment time for you based on your availability
 - Use the slider to indicated your availability
 - You will be able to accept or reject the suggested appointment
 - You can also add another child in the family
- **Manual**
 - You choose the best appointment times
 - Select the time you would like and click on the +



- If the teacher's name is not displayed then they are not available that day:



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 midnight on Sunday 3rd March.
- 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.