

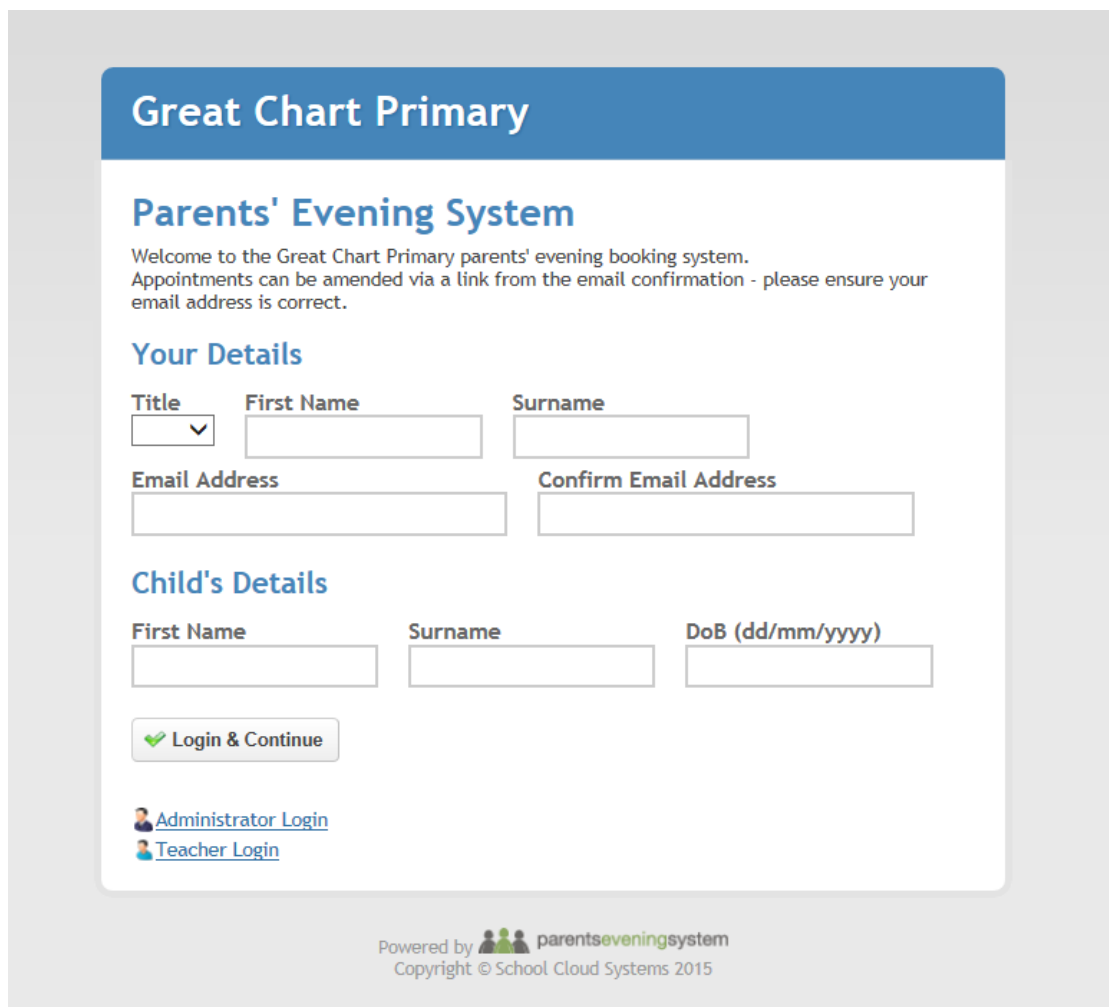
Parents' Guide for Booking Appointments

Step 1: Browse to

<https://gatchart.parentseveningsystem.co.uk/>

Step 2: Login

Please fill in your name and your child's first name, surname and date of birth, then press "Login and Continue". You can add an e-mail contact if you wish, but you do not need one to continue. If you do add one, an email confirmation of your appointment time will be sent to you.



The screenshot shows a web form for logging into the Great Chart Primary Parents' Evening System. The form is titled "Great Chart Primary" and "Parents' Evening System". It includes a welcome message and instructions. The form is divided into two main sections: "Your Details" and "Child's Details".

Great Chart Primary

Parents' Evening System

Welcome to the Great Chart Primary parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details


Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DoB (dd/mm/yyyy)

[Administrator Login](#)
[Teacher Login](#)

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Step 3:

Choose your parents evening, button by clicking on the green “Continue” button.

The screenshot displays the 'Appointments' page for Great Chart Primary. At the top, there are navigation links for 'Home' and 'Appointments', along with 'Send Feedback' and 'Logout'. The main content area is titled 'Welcome' and includes a message: 'Click on an event below to make/change appointments, or browse to [Manage Appointments](#) to view/print current appointments.' Below this, there are two identical event listings for 'Year 5 Parent/Teacher Consultation'. Each listing includes a small icon of two people, the event title, a description 'This parents' evening is for pupils in Year 5.', the date 'Date: 09/06/2015' (or '18/06/2015'), and the time 'Time: 15:15 - 18:00'. To the right of each listing is a green checkmark icon and a 'Continue' button. An arrow from the text above points to the top 'Continue' button. On the right side of the page, there is a 'Contact Details' section with the text: 'Please follow the on screen instructions to book appointments. Should you have any difficulties, please contact: Great Chart Primary School, 01233 620 040, Hoxton Close, Ashford, TN23 5LB.' Below that is a 'Child's Details' section with the text: 'Bailey Brouard, Year: Year 5, Class: 5 Griffin'. At the bottom of the page, there is a footer that reads: 'Powered by parentseveningsystem, Copyright © School Cloud Systems 2015'.

Step 4:

Your child/children’s teachers will appear; click on the “Continue to Book Appointments” button to book a time.

Step 5:

Book your appointment time for your child/children. Available appointments are shown in green; unavailable times are shown in yellow or red.

Click on available appointment.

Make Appointments

Year 5 Parent/Teacher Consultation (09/06/2015). You can book 1 appointment for this parents' evening.

	Mr P Birch Class 5 Griffin
15:15	Busy
15:25	Busy
15:35	Busy
15:45	Busy
15:55	Busy
16:05	Busy
16:15	Busy
16:25	Busy
16:35	Busy
16:45	Book
16:55	Busy
17:05	Book
17:15	Busy
17:25	Book
17:35	Busy
17:45	Busy

Step 6:

Your times are now booked. If you added an e-mail address when you logged in, you will get a confirmation email.

Step 7:

If you wish to cancel or change your appointment you will need to click on the red X next to your child's name

[Home](#) [Appointments](#)


Make Appointments

Year 5 Parent/Teacher Consultation (09/06/2015). You can book 1 appointment for this parents' evening.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to book an alternative appointment instead.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

	Mr P Birch Class 5 Griffin
15:15	Busy
15:25	Busy
15:35	Busy
15:45	Busy
15:55	Busy
16:05	Busy
16:15	Busy
16:25	Busy
16:35	Busy
16:45	<input type="text"/> 
16:55	Busy
17:05	Busy
17:15	Busy
17:25	
17:35	Busy
17:45	Busy

Please don't forget to rebook by selecting from the available appointments. If there are no available appointments on your preferred date, please don't forget to check all other available dates for your child's teacher.