

# Parents' Guide for Booking Appointments

Browse to <https://www.parents-booking.co.uk/stjohnsce>

St John's Walham Green Church of England Primary School  
School contact details: Mrs Lisa V. Bracken, Assistant Head  
Phone: 0207 731 5454 Email: admin@stjohnsce.bhf.sch.uk

\* Fields marked with this are mandatory.

Parent's First Name\* Parent's Surname\*

E-Mail Address

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for

Child's First Name\* Child's Surname\*

Child's DOB \*

Login

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

The child's date of birth has to be entered in exactly the right format e.g using four digits for the year of birth - 12/09/2009

List of Parents' Evenings

Click the Group that contains the Parents' Evening you want to make bookings for:

Name of Group	Parents' Evening	Date	Start	End
Autumn Term Parents Evening 2017	Autumn Term Parents Evening 2017 Automated Booking Wizard / Make Appointment(s) Individually	2011/2017 27/11/2017	03.45 PM 03.45 PM	05.15 PM 06.15 PM

Having problems?  
If you are having any problems creating an appointment please contact us at: [admin@stjohnsce.bhf.sch.uk](mailto:admin@stjohnsce.bhf.sch.uk)  
Click here to watch our help videos if you are having problems.

## Step 2: Select Parents' Evening

Click on '**Make Appointments Individually**' to select the parents' evening you want to make appointments for.

Autumn Term Parents Evening 2017  
20/11/2017

Messages from Teachers Send School Feedback

Y4R  
1 option(s) remaining

Remove 1 Add

Ms E Richards  
1st

Remove 1 Add

Key  Available  Your Booking  Your appointments  Unavailable

03.45 PM	Available	(Click to reserve)	Booking instructions
03.55 PM	Available	(Click to reserve)	Print your bookings
04.05 PM	Available	(Click to reserve)	Email your bookings
04.15 PM	Available	(Click to reserve)	Cancel all bookings
04.25 PM	Available	(Click to reserve)	
04.35 PM	Available	(Click to reserve)	
04.45 PM	Available	(Click to reserve)	
04.55 PM	Comfort Break	(Click to reserve)	Your appointments You have no appointments
05.05 PM	Available	(Click to reserve)	

## Step 3: Book Appointments

Your children's teachers will appear.

Click on the available time you would like to make your appointment.

You can leave a note for the teacher if you want.

Click 'Make Booking' to confirm your booking

**Note:** Scroll down past the first evening to see dates and times for the second evening.

\*Use the '*Change Child*' button on the blue bar to move between children.

## Step 4: Finished

You can email a confirmation of the booking to yourself.