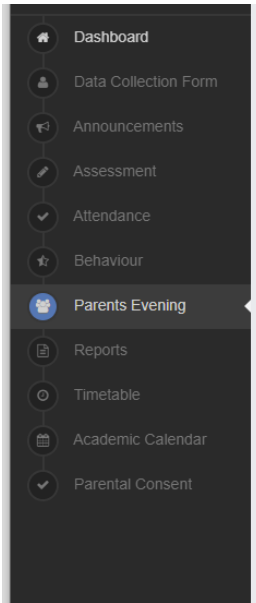




Parents Evening booking guidance

Parent's log into My Child at School and follow this process.

Select Parents Evening



Teachers then appear who teach their child.



A parent would click on the staff member and select book the slot they wish to meet the teacher in.

| Time | Available | |
|-------|---------------|------|
| 16:00 | Not Available | |
| 16:05 | Available | Book |
| 16:10 | Available | Book |
| 16:15 | Available | Book |
| 16:20 | Available | Book |
| 16:25 | Available | Book |
| 16:30 | Available | Book |
| 16:35 | Available | Book |
| 16:40 | Available | Book |
| 16:45 | Available | Book |
| 16:50 | Available | Book |
| 16:55 | Available | Book |
| 17:00 | Available | Book |
| 17:05 | Available | Book |
| 17:10 | Available | Book |
| 17:15 | Available | Book |
| 17:20 | Available | Book |

Parents can cancel a booking by selecting the X.

Parents will then receive an email from the teacher with an invite to the meeting.

At the allocated time parents can click on the link in the email to join the meeting.



If you require any further support please contact office@samworth.tgacademy.org.uk