



Woodrush High School

An Academy for Students Aged 11-18

Booking Parents' Evening Appointments Online

Log onto the booking system either using the link on the parents section of the school website or by typing in this address; <https://www.parents-booking.co.uk/woodrush>

If you enter an email address here your appointments can be emailed to you

Enter your child's surname

Enter your child's date of birth (must be in the format dd/mm/yyyy)

Enter your child's registration class (e.g. 7E2)

List of Parents' Evenings

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

You are logged in as

Name of Group	Parents' Evening	Date	Start	End
Yr 7 Parents Evening	Year 7 Parents Evening	12/03/2015	04.00 PM	06.30 PM

Click on the relevant Parent's Evening

If a member of staff has requested an appointment with you it will already be added to the list of appointment slots. You can now make appointments for any of your child's teachers.

To make your booking, please select which teacher you would like to see and then choose an available slot from the list.

Year 7 Parents Evening 12/03/2015

Teacher requests Leave feedback

CREATIVE ARTS Depa... English Department Head of House Humanities Departm...

Previous 1 2 3 Next

Miss S Dyer (Music) Mr T C Fewell (Art) Mrs L L Bridgen (Drama)

Previous 1 Next

16.00	Available	(Click to reserve)
16.05	Available	(Click to reserve)
16.10	Available	(Click to reserve)
16.15	Available	(Click to reserve)
16.20	Available	(Click to reserve)
16.25	Available	(Click to reserve)

How to make a booking

Print your bookings

Email your bookings

Cancel all bookings

Find the teacher you want to see by clicking on the correct Department

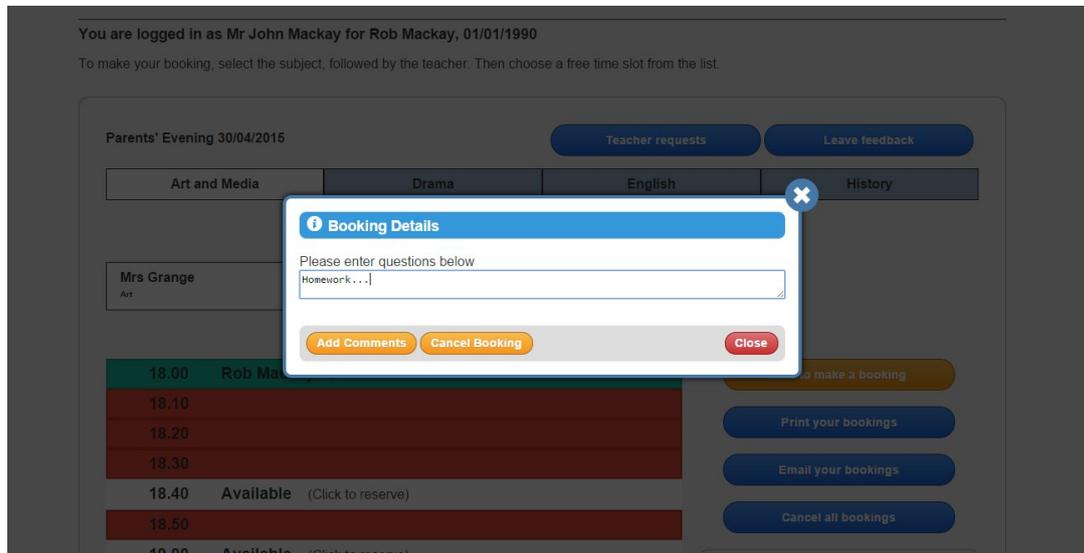
Click on the teacher you want to see so that they are highlighted white

Click on the appointment time you would like to make a booking (you will be given an option to write a note to the teacher but this is not necessary)

To make another booking select another department name, then in the column for the teacher you want to see, select the appropriate time slot if it is available, type an optional issue or comment to discuss and click 'Make Booking'.

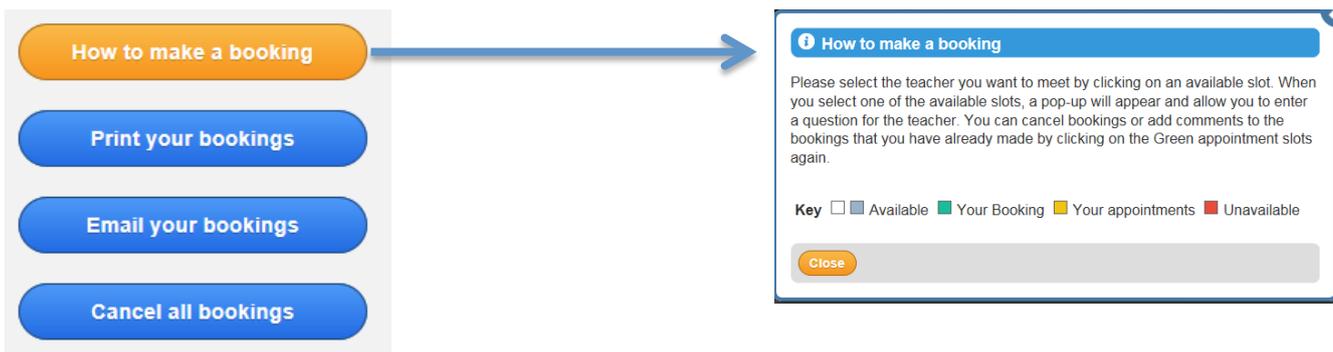
To edit comments or delete a booking, click on the booked slot. Either:

- Edit the comment and click **Add Comments**
- Click **Cancel Booking**



Appointment slots are colour coded so you can see where your bookings and when staff are unavailable.

You can also print off your bookings as well as having them emailed to you (if you have entered an email address when you logged on)



Change Child

If you have multiple children in the school then you will be able to see the Change Child button on the main menu. This will take you to a new page where you can select one of the children connected to your account. Once you select a child the system will take you back to the List of Evenings page.

More Help – in the top menu bar there is a video that runs through the whole booking process as well as a series of videos on Frog