

# Launceston College Parent Teacher Meeting Booking System

## Guide for Parents

The Launceston College Parent Teacher Meeting Booking System is an online facility that allows parents and carers to log-in and book appointments to see their child's subject teachers.

The guide will take you through the steps required to book appointments.

### Launceston College

#### Parent Teacher Meeting System

Welcome to the Launceston College Parent Teacher Meeting 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
Mr	Parent	Name
Email Address		Phone Number
parent@name.co.uk		

#### Child's Details

First Name	Surname
Student	Name
Date of Birth (DD/MM/YYYY)	
05/06/2001	

[Login & Continue](#)

[Administrator Login](#)

[Teacher Login](#)

Follow the 'Parent Teacher Meeting' link from the home page of the Launceston College website or enter [launcestoncollege.parenteveningsystem.co.uk](http://launcestoncollege.parenteveningsystem.co.uk) into your internet browser.

Once you see this page, enter your details and those of your child. Please note that your child's name will have to match our records exactly, so for example 'Liz' might have to be entered as 'Elizabeth'. You will need to enter your child's date of birth in DD/MM/YYYY format as shown.

Once you have entered all of your details, press Login & Continue.

#### Select a parents' evening to add appointments:

 <b>Year 7 Parent Teacher Meeting</b> This Parent Teacher Meeting is for pupils in Year 7. Please enter the school via the main entrance and follow the signs for the Old Hall where this evening is taking place. Parking is available in the main school car park. Date: 13/12/2012 Time: 15:30 - 18:00	 Continue
 <b>Learning Review Day (Thursday)</b> Select an appointment time with your child's tutor. Date: 07/02/2013 Time: 15:30 - 18:00	 Evening Locked This evening is not yet available for booking.

Select the Parent Teacher Meeting you wish to attend.

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

#### Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside any teacher you do not wish to see.

<input type="checkbox"/>	Art	Mr L Wade
<input type="checkbox"/>	Beliefs Cit & Ethics	Miss K Rostock
<input type="checkbox"/>	Design Technology	Mr A Blackburn
<input type="checkbox"/>	Drama	Mrs L Rash
<input type="checkbox"/>	English Language	Mrs P Smeeth
<input type="checkbox"/>	French	Ms F Berionni
<input type="checkbox"/>	French	Mr C Ham
<input type="checkbox"/>	Geography	Miss A Trower
<input type="checkbox"/>	History	Mrs E Thompson
<input type="checkbox"/>	Information Tech	Mr S Cole
<input type="checkbox"/>	Mathematics	Mr P Riley
<input type="checkbox"/>	Music	Mr R Strike
<input type="checkbox"/>	Physical Ed	Mrs L Trudgeon
<input type="checkbox"/>	Physical Ed	Mr D Egford
<input type="checkbox"/>	Science	Miss C Bateman

[Continue to Book Appointments](#)

Next, you will see a list of all your child's subject teachers.

For any teacher you **do not** wish to see, click the red cross blade by the subject name, and then press Continue to Book Appointments.

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Home Appointments

Make Appointments

	Mr A Blackburn Design Technology No Appointment	Mrs P Smeeth English Language No Appointment	Ms F Berionni French No Appointment	Miss A Trower Geography No Appointment
15:30	Book	Book	Book	Book
15:35	Book	Book	Book	Book
15:40	Book	Book	Book	Book
15:45	Book	Book	Book	Book
15:50	Book	Book	Book	Book
15:55	Book	Book	Book	Book
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Book	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Book	Book	Book

**Confirm & Add Message**

Optionally add a message for **Mr A Blackburn** (Design Technology) for your appointment at **15:50**:

140 characters left

[Add Appointment](#) [Cancel](#)

Click Book on the time slot you wish to see each teacher. You have the option of leaving the teacher a short message, and then click Add Appointment.

Do these for each teacher you wish to see.

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Home Appointments

Make Appointments

**Finished Adding Appointments?**  
You've still got 5 appointments to make. However if you're finished, please [click here](#) to save your appointments and send an email confirmation.

	Mr A Blackburn Design Technology	Mrs P Smeeth English Language No Appointment	Ms F Berionni French No Appointment	Miss A Trower Geography No Appointment
15:30	Book	Book	Book	Book
15:35	Book	Book	Book	Book
15:40	Book	Book	Book	Book
15:45	Book	Book	Book	Book
15:50	Book	Book	Book	Book
15:55	Book	Book	Book	Book
16:00	Book	Book	Book	Book

Once you have booked appointments for all the teachers you wish to see, click here to finish

If you select an appointment slot for every teacher on the list, the system will automatically finish.

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Home Appointments

Make Appointments

**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](#)   [Book Appointments for Another Child](#)   [Logout](#)

Once you have finished, you have the option to view/print your appointments, send feedback to us on how the system has worked for you, book an appointment for another child or log out.

If you provided your email address at the start, your appointments will be emailed to you.

If you have any problems with this system, please contact Steve Robbins on [steve@launceston-college.cornwall.sch.uk](mailto:steve@launceston-college.cornwall.sch.uk)