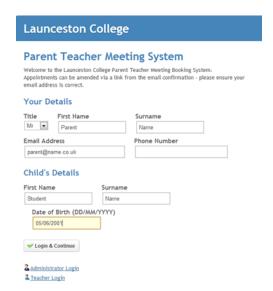
## **Launceston College Parent Teacher Meeting Booking System**

## **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.



Follow the 'Parent Teacher Meeting' link from the home page of the Launceston College website or enter <a href="mailto:launcestoncollege.parentseveningsystem.co.uk">launcestoncollege.parentseveningsystem.co.uk</a> 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.

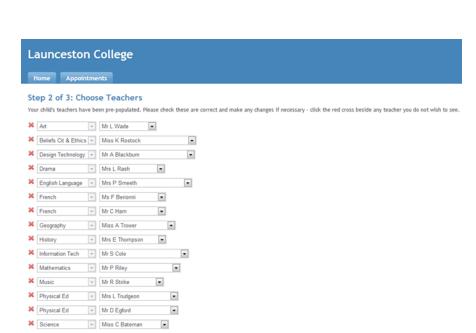
Once you have entered all of your details, press Login & Continue.

## Select a parents' evening to add appointments:

Continue to Book Appointments

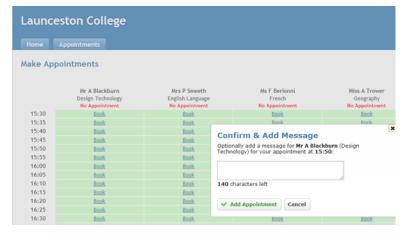


Select the Parent Teacher Meeting you wish to attend.



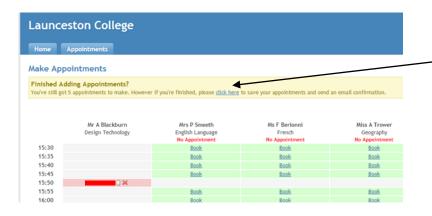
Next, you will see a list of all your child's subject teachers.

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.



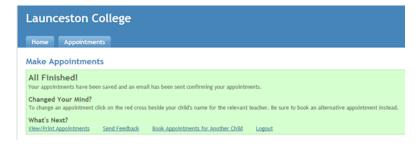
Click Book on the time slot you wish to see each teacher. You have the option of leaving the teacher a short message, and then click Add Appointment.

Do these for each teacher you wish to see.



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.



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