

Parents' Guide for Booking Appointments

Browse to <https://perthhigh.parentseveningsystem.co.uk/>

The screenshot shows the login page for the Perth High School Parents' Evening System. It includes a header with the school logo and name. Below is a welcome message and instructions. The form is divided into two sections: 'Your Details' and 'Child's Details'. 'Your Details' includes fields for Title, First Name, Surname, Email Address, and Phone Number. 'Child's Details' includes fields for First Name, Surname, and Registration Class. There are buttons for 'Login & Continue', 'Administrator Login', and 'Teacher 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).

Registration class eg: 4E1

S4 Parents' Evening

This parents' evening is for pupils in S4. Appointments will be in the assembly hall, the library and rooms around the library. Please register with prefects on your arrival and consult the notices to see the location for each department. Refreshments will be available in the concourse.

Date: 30/09/2014 Time: 17:00 - 19:30



Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the teacher's name. To select the teacher again, simply click their name. You already have some appointments with teachers, they have been selected for you.

<input checked="" type="checkbox"/> Mrs L Becher - Spanish
<input checked="" type="checkbox"/> Ms F Boath - English
<input checked="" type="checkbox"/> Miss J Cafferty - Physical Education
<input checked="" type="checkbox"/> Mrs A Gillan - English
<input checked="" type="checkbox"/> Dr J Macpherson - Religious Studies
<input checked="" type="checkbox"/> Mr G Milne - Physics
<input checked="" type="checkbox"/> Mrs J Pedgrift - PE (SQA)
<input checked="" type="checkbox"/> Mr P Philippou - Mathematics
<input checked="" type="checkbox"/> Mrs F Rae - Geography
<input checked="" type="checkbox"/> Mrs C Ross - Personal & Social Education
<input checked="" type="checkbox"/> Miss M Selvwright - Chemistry

[Add another child](#)

[Continue to Book Appointments](#) [Cancel](#)

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

Click on the Continue button to proceed.

Make Appointments

S4 Parents' Evening (30/09/2014). Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appoint

	Mrs L Becher Spanish	Ms F Booth English	Miss J Cafferty Physical Education	Mrs A Gillan English	Dr J Macpherson Religious Studies	Mr G Milne Physics
17:00	Book	Book	Book	Unavailable	Book	Book
17:05	Book	Book	Book	Unavailable	Book	Book
17:10	Book	Book	Book	Unavailable	Book	Book
17:15	Book	Book	Book	Unavailable	Book	Book
17:20	Book	Book	Book	Unavailable	Book	Book
17:25	Book	Book	Book	Unavailable	Book	Book
17:30	Book	Book	Book	Unavailable	Book	Book
17:35	Book	Book	Book	Unavailable	Book	Book
17:40	Book	Book	Book	Book	Book	Book
17:45	Book	Book	Book	Unavailable	Book	Book
17:50	Book	Book	Book	Unavailable	Book	Book
17:55	Book	Book	Book	Book	Book	Book
18:00	Book	Book	Book	Book	Book	Book
18:05	Book	Book	Book	Book	Book	Book
18:10	Book	Book	Book	Book	Book	Book
18:15	Book	Book	Book	Book	Book	Book
18:20	Book	Book	Book	Book	Book	Book
18:25	Book	Book	Book	Book	Book	Book
18:30	Book	Book	Book	Book	Book	Book
18:35	Book	Book	Book	Book	Book	Book
18:40	Book	Book	Book	Book	Book	Book
18:45	Book	Book	Book	Book	Book	Book
18:50	Book	Book	Book	Book	Book	Book
18:55	Book	Book	Book	Book	Book	Book
19:00	Book	Book	Book	Book	Book	Book
19:05	Book	Book	Book	Book	Book	Book
19:10	Book	Book	Book	Book	Book	Book
19:15	Book	Book	Book	Book	Book	Book

Your Appointments

For S4 Parents' Evening on 30/09/2014

This parents' evening is for pupils in S4. Appointments will be in the assembly hall, the library and rooms around the library. Please register with prefects on your arrival and consult the notices to see the location for each department. Refreshments will be available in the concourse.

17:55 - Miss J Cafferty (4E1 - Physical Education)

18:00

Your appointments for are as follows:

Time	Teacher	Department
17:55 - 18:00	Miss J Cafferty	Physical Education

[Click here to make changes to your appointment schedule](#)

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

This is for feedback only about using the system.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.