

Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Malet Lambert parents' evening 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	John	Smith

Email Address	Confirm Email Address
john.smith@gmail.com	john.smith@gmail.com

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

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).

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:



Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

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

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R Mcnamara - French
<input checked="" type="checkbox"/>	Dr R Mcnamara - German
<input type="checkbox"/>	Dr S Miandad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

Step 3: Choose Teachers

Your children'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.

Click on the Continue button to proceed.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

<input checked="" type="checkbox"/>	Mr M Lubbock - Class 9A
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Claire

<input checked="" type="checkbox"/>	Mr T Smith - Class H
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James

<input checked="" type="checkbox"/>	Mrs E Paton - Class G
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Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
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	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book 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 booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

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

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

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".

The screenshot shows a web interface with a navigation bar containing 'Home' and 'Appointments'. Below the navigation bar, there are two main sections: 'Print Appointments' and 'Your Appointments'. The 'Your Appointments' section displays a list of appointments for the date 24/01/2013. The appointments are listed in a table format with columns for time, teacher, and subject. The appointments are: 16:00 (empty), 16:05 (empty), 16:10 (empty), 16:15 (empty), 16:20 (Mr A Pinkney - Geography (H5)), 16:25 (empty), 16:30 (Mr J Atkinson - English (E5)), 16:35 (empty), 16:40 (Mr A Gray - French (L2)), 16:45 (empty), 16:50 (Mr K Jacobs - History (H6)), 16:55 (empty), 17:00 (Mrs L Vernon - Mathematics (M4)), 17:05 (empty), 17:10 (empty), 17:15 (empty), 17:20 (empty), and 17:25 (empty). There is a 'Parents' Evening' section on the right side of the page with a date of 24/01/2013 and a link to 'Add/Edit/Delete'.

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.