

# PARENTS EVENING MANAGER

## 'How to book your appointments'

1. You will need to be registered with ParentMail PMX.
2. Download the free ParentMail APP to your phone or tablet.



Search for: Kesgrave High School.  
Look for our personalised APP



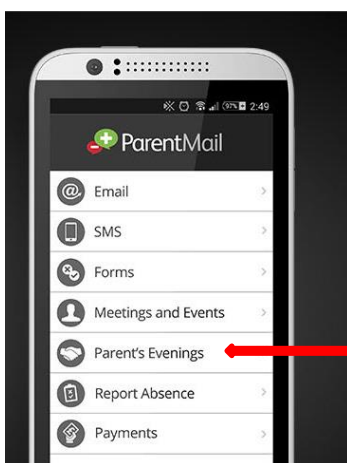
**OR** log in via [www.parentmail.co.uk](http://www.parentmail.co.uk) if using your computer.

3. The window to make appointments will be open between:

**SATURDAY 13<sup>TH</sup> MAY – TUESDAY 16<sup>TH</sup> MAY 2017**

4. No appointments will be available after midnight on TUESDAY 16<sup>TH</sup> MAY

5. Select the Parents Evening option and make your appointments. **Please make appointments with a 5 minute interval between each teacher to allow for migration to the next subject and smooth running of the evening.**



If the slot is grey this means that the teacher is unavailable at that time.



6. For those with multiple siblings, it will be possible to make appointments for both children.
7. You will receive notification with your collated appointments.
8. Print off your appointment sheet in advance of the evening as this nicely lists your appointments in chronological order. Or bring along your phone.
9. A final notification will be sent reminding you that the evening is forthcoming. A reminder will also be advertised via the school website.

## FAQ's

### What do I do if I am not registered with Parent Mail?

Those not registered with PMX should contact Mrs Julie Garnett on: 01473 624855.

### My child does not live with me, but I still wish to attend parents' evening. Can I make appointments too?

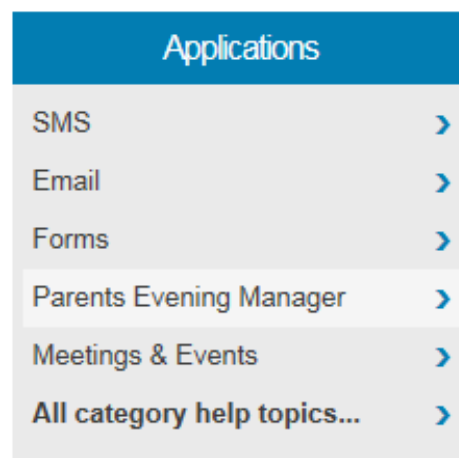
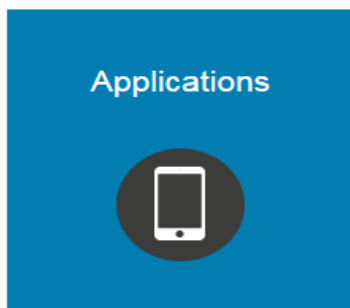
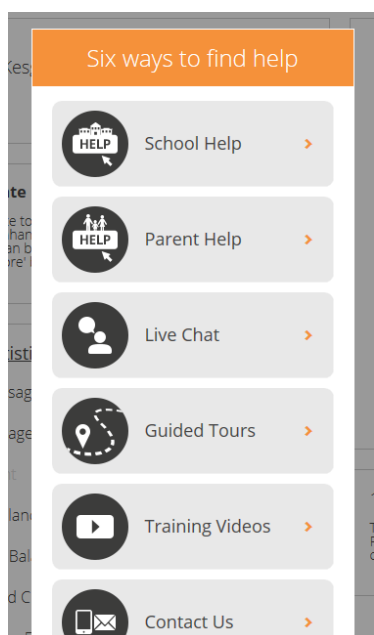
Yes, however these can only be made via Mrs Julie Garnett. Please contact her on: 01473 624855.

### Can I cancel an appointment?

Yes. However if this can be done before the window closes, other parents will then have the opportunity to book the slot.

### I am having problems making appointments, who can help me?

Use the HELP tab go to Parent/Applications/Parents Evening Manager. Their list of FAQ's will answer most queries.



**Failing that please contact Mrs Julie Garnett (Heads PA),  
Mrs Jackie Allen (PA to Head of Year) or Miss Warfield Assistant Headteacher**