



# Dwight School London

## Parents' Guide for Booking Appointments

Please go to <https://dwightlondon.parentseveningsystem.co.uk>

Dwight School London

Parents' Evening System

Welcome to the Dwight School London 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

Email

Confirm Email

Student's Details

First Name

Surname

Date of Birth

Log In

### Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's legal forename.

Parents' Evening Consultation

Parent-teacher-student interviews to discuss the recent interim reports. The consultations will take place at Dwight Building, Friern Barnet Road. Please report to reception.

Click a date to continue

Thursday, November 9th

Open for bookings

Friday, November 10th

Open for bookings

[I'm unable to attend](#)

### Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ Automatic

Automatically book the best possible times based on your availability

☐ Manual

Choose the time you would like to see each teacher

Next

### Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.



**Choose Teachers**  
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

**Ben**

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs D Mumford Mathematics	<input checked="" type="checkbox"/> Mr J Sinclair English	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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**Andrew**

<input checked="" type="checkbox"/> Miss F Burton Mathematics	<input checked="" type="checkbox"/> Dr R McNamara French	<input checked="" type="checkbox"/> Mr J Sinclair English
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[Continue to Book Appointments](#)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

If you have more than one child, both children's teachers will appear under each child's name on this page.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16:40		<input checked="" type="radio"/>	
16:50	<input checked="" type="radio"/>		<input checked="" type="radio"/>
17:00	<input checked="" type="radio"/>		<input checked="" type="radio"/>

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**Add Appointment** ✕

Confirm appointment with **Mrs D Mumford** at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

[Save](#)

**Year 11 Subject Evening**  
Examinations from 15:00 to 18:00

Thursday 13th April

[Print](#) [Amend Bookings](#)

This parent's evening is for pupils in year 11. Please enter the school on 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.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:10	Mr J Sinclair	Ben	English E6
15:15	Mr J Sinclair	Andrew	English E6
15:20	Mr K Jacobs	Ben	History H6
15:25	Miss F Burton	Andrew	Mathematics M6
15:30	Miss J Foster	Andrew	Science SC

## Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.