

15 November 2021

Dear Families

Online Booking System for Parents' Evening

Wednesday 24 November is Parents' Evening for Year 10 students. This will take place between 4:00pm and 7:00pm and will be held in person at the Academy. Parents' Evenings are important events that allow you to gain helpful insights into your child's progress and we strongly encourage all parents/carers to attend.

The academy uses an online booking system for Parents' Evenings. A parents/carers guide for booking appointments is included to make you aware of this process.

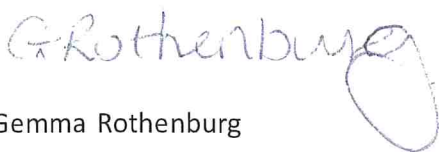
If you are unable to attend due to issues related to Covid-19, please make us aware by contacting reception as soon as you can. You will be able to request telephone calls from staff instead.

If you do not have access to the internet or if you are struggling in any way with the booking system, your child can speak to their relevant teacher, form tutor or Head of Year, who can all make appointments for you. Alternatively, you can contact the school reception team, who will be happy to add appointments for you.

If you require any further information at this point, please contact Mrs E Bottomley on 0113 2630110 or email ebottomley@dixonsua.com

We look forward to welcoming you into Dixons Unity.

Yours sincerely



Gemma Rothenburg
Principal



Parent Details

Title: Mr (Required) First Name: Robert Surname: Brown

Email: robert@parent.com Confirm Email: robert@parent.com

Student's Details

First Name: Ben Surname: Brown Date Of Birth: 20 July 2000

[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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben: Allbook

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A (L1)

[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.

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
Mr J Brown	Ben	English	10a
Mrs D Mumford	Ben	Mathematics	M2
Dr P Monaghan	Andrew	French	L4

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

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).

Teacher	Student	Subject	Room
Mr J Brown SENCO (A2)	Ben	English	10a
Miss B Patel Class 10E (H3)	Andrew	Mathematics	M2
Mrs A Wheeler Class 11A (L1)	Ben	French	L4

16:30 [Accept](#)

16:40

16:50

17:00

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.

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.

My Bookings

View 11 Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	10a
Mrs D Mumford	Ben	Mathematics	M2
Dr P Monaghan	Andrew	French	L4

[Print](#) [Subscribe to Calendar](#) [Amend Bookings](#)

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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