

## Parents' Guide for Booking Appointments

<https://parents-booking.co.uk/enfieldheights>



Parents' Evening Booking System



Cuckoo Hall Academy

School contact details: School Office

Phone:020 8804 4126 Email:cuckoo@chat-edu.org.uk

\* Fields marked with this are mandatory.

E-Mail Address\*

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's Surname\*

Child's DOB \*

Login

### Step 1: Login

Please fill out all of the details on the page.

A confirmation of your appointments will be emailed, so please ensure you enter the email address the school holds on file.

Make sure you use capital letters at the beginning of names.

Take particular care when entering your details, especially with the **Date of Birth** and **double-barrelled surnames**.

Please contact the office to update any details that could of changed recently and we are unaware of.

## List of Parents' Evenings

Click the Group that contains the Parents' Evening you want to make bookings for.

Name of Group	Parents' Evening	Date	Start	End
Autumn Term Parent Consultation	<a href="#">Parent Consultations</a>	23/11/2017	01:20pm	6:20pm

## Step 2: Select Parents' Evening

You will only be able to book an appointment once the system is OPEN for booking.

Click the blue writing (*make individual Bookings*) underneath the Parents' Evening you want to make appointments for.

If you have more than one child, please see **booking for your other child/ren** further in the document.

**Teachers**  
1 option(s) remaining

Previous 1 Next

**Miss I Whitby**  
Class Teacher

Previous 1 Next

Key  Available  Your Booking  Your appointments  Unavailable

01.20 PM	Available	(Click to reserve)
01.30 PM	Available	(Click to reserve)
01.40 PM	Available	(Click to reserve)
01.50 PM	Available	(Click to reserve)

Booking instructions

Print your bookings

Email your bookings

## Step 3: Select Appointment

By clicking on 'Click to reserve' you will be able to arrange an appointment.

## Make Booking

Make Booking

Close

By clicking on 'Make Booking' you will be able to arrange an appointment.

Teachers   
All options booked

Previous 1 Next

Miss I Whitby   
Class Teacher

Previous 1 Next

Key  Available  Your Booking  Your appointments  Unavailable

01.20 PM **David Bloggs**

01.30 PM Available (Click to reserve)

01.40 PM Available (Click to reserve)

01.50 PM Available (Click to reserve)

02.00 PM Available (Click to reserve)

02.10 PM Available (Click to reserve)

02.20 PM Available (Click to reserve)

Booking instructions

Print your bookings

Email your bookings

Cancel all bookings

Your confirmed booking will be highlighted in green

**Booking for your other child**

Go to the top of the page and click on 'Change Child'.

Please select the child you are booking for

David Bloggs

Sarah Bloggs

Click on your other child's name and book appointment.