



Making a Parent Booking for Parent Consultations

Follow the link on the **School website**→ **Family (tab)**→**Parents Evening Booking** or go to the webpage link below.

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

To log in, you will be asked to enter your details:

Parent's title, parent's surname

Child's first name, child's surname

Child's date of birth.

These fields are not case sensitive.

The information required will be the same information that you provided to the school when your child first started/registered with them e.g if Jessica is recorded as known name Jess, you may need to enter this into the relevant field. If you are having difficulty with some of the required fields, please try contacting the school office and ask them to check how your child's details have been recorded on the school system.

Your child's date of birth should be entered in the format dd/mm/yyyy.

Once you have successfully logged in, you will see the parents' evening(s) displayed as shown in the example below.

Parent-Teacher Meetings				
Name of Group	Parents' Evening	Date	Start	End
Autumn Term 2022/23	Y6 Maths Parents Evening Suggest Bookings For Me Make/Edit My Own Bookings Create Link to Share Meeting(s)	24/11/2022	16:00	19:05
Autumn Term 2022/23	Y6 Parents Evening Archimedes Maths Set Suggest Bookings For Me Make/Edit My Own Bookings Create Link to Share Meeting(s)	24/11/2022	17:30	20:00
Autumn Term 2022/23	Y6 English Parents Evening Suggest Bookings For Me Make/Edit My Own Bookings Create Link to Share Meeting(s)	28/11/2022	16:00	19:05

Please select 'Make/Edit My Own Bookings'.

Follow the on-screen instructions to book your appointments.

'Making Bookings For Myself'

The available teachers and their available time slots will appear in one screen. To view each teacher's availability, toggle between the tabs.

Screen example

Year 6 Maths & English Consultation Evening 10th Dec 2020 10/12/2020

6 Beech

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6 Beech

Mr Joe Vickers

Mrs Carole Jarvis

Time	Duration	Action	Status
16:00	5 mins	<button>Book</button>	<button>AVAILABLE</button>
16:05	5 mins	<button>Book</button>	<button>AVAILABLE</button>
16:10	5 mins	<button>Book</button>	<button>AVAILABLE</button>
16:15	5 mins	<button>Book</button>	<button>AVAILABLE</button>
16:20	5 mins	<button>Book</button>	<button>AVAILABLE</button>

Your appointments

You have no appointments

Booking instructions

Print your bookings

Email your bookings

Cancel all bookings

Once you have selected your appointment time, a pop up window will appear.

Make Booking

Do you have any particular issues or discussion topics? Feel free to leave blank if not.

Press 'Make Booking' to confirm the booking.

Make BookingClose

Please add any comments you may have for the teacher(s.)

Once you have booked your appointment use the available options on screen to Print or Email your bookings, if required.

Cancelling a booking

If you make a mistake or change your mind, you may cancel your booking by going back to the system and following the 'cancel booking' instructions.