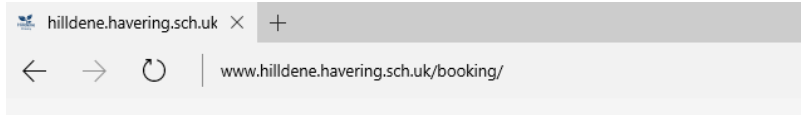



How to book an appointment for Parents' evening

Open the internet browser either on your smartphone or computer and visit the following site

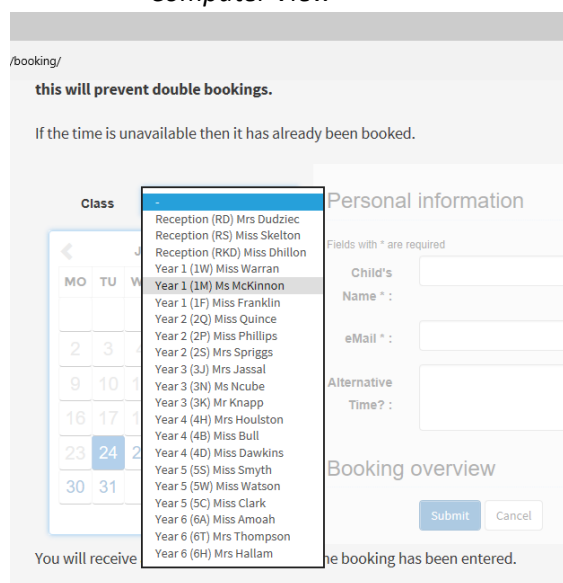
www.hilldene.havering.sch.uk/booking



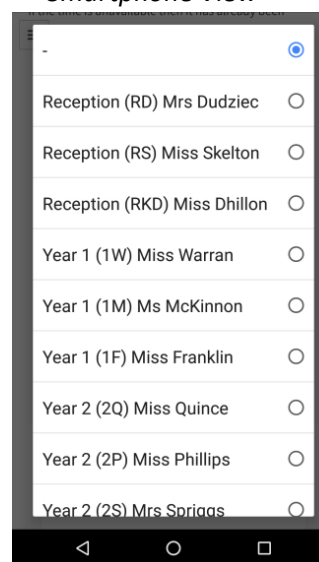
Once the appointment page has loaded, please read the instructions for the dates of the next appointments. Once you are ready then refresh  the page to ensure all slots are updated.

To choose your child's teacher please click/tap the 'Class' drop down menu, and select your child's teacher.

Computer View

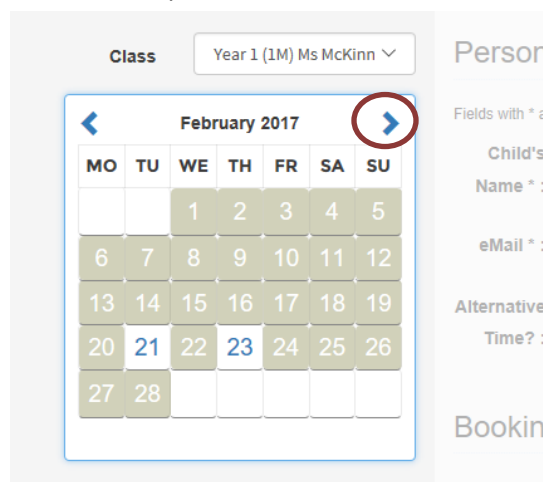


Smartphone View

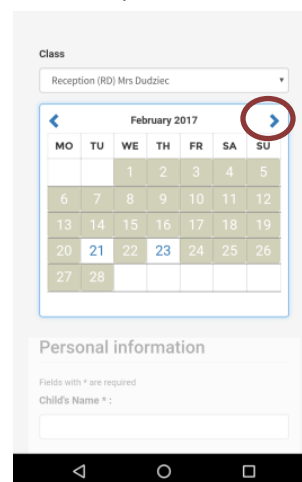


Once you have selected the teacher you will then be able to select the date. Click the arrow next to the month (example circled red below) to change to the month of the parents' evening. The available dates will be white.

Computer View



Smartphone View



Once the date is selected the list of time slots will show. The slots in white are available and the grey slots are already booked. Click/tap the time you want your appointment and you will then be able to enter your details. Please note once a time is selected you cannot change it unless the 'Cancel' button is pressed.

Computer view

Smartphone View

Now you need to fill in the form and enter your child's name, your email address (which is needed for the confirmation), and an alternative time as a backup in the slim chance of a double booking. Once filled in, check the appointment details are correct if they are then click/tap the blue 'Submit' button, if they are not correct then click/tap 'Cancel' and repeat the process above.

Computer View

Smartphone View

That is it! Once submitted you will receive a 'Complete' message on the page and a confirmation email of your booking. This email also has a link to cancel the appointment if needed.

Computer View

Smartphone View