

Parents' Guide for Booking Appointments

Go to the Parent Consultation Evening tab of 'The Hub' on your Weduc app or visit the Parent Consultation Evenings page of our school website.

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.

Your Details

Title	First Name	Surname
<input type="text" value="Mrs"/>	<input type="text" value="Rachael"/>	<input type="text" value="Abbot"/>
Email		Confirm Email
<input type="text" value="rabbot4@gmail.com"/>		<input type="text" value="rabbot4@gmail.com"/>

Student's Details

First Name	Surname	Date Of Birth		
<input type="text" value="Ben"/>	<input type="text" value="Abbot"/>	<input type="text" value="20"/>	<input type="text" value="July"/>	<input type="text" value="2000"/>

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.

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 3: Select Booking Mode

Choose Manual. Then press Next.

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 4: Choose Teachers

Select you child's class teacher. A green tick indicates they're selected. To de-select, click on their name.

Choose Teachers

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

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

Step 5: 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.

	Mr J Brown SENCO (A2) Ben ✓	Miss B Patel Class 10E (H3) Andrew ✓	Mrs A Wheeler Class 11A (L1) Ben ✓
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

Home

My Bookings

Send Feedback

Sign Out

Year 11 Subject Evening

6 appointments from 15:00 to 15:35

Thursday, 13th April

Print Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via 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	M3
15:30	Miss J Foster	Andrew	Science	SC