

Academic Review Evening Booking Instructions

Go to our [website](#) then *Teaching & Learning > Academic Review*. **You must ensure that you have your VPN activated, if you do not have a VPN, computers are available to use in the Learning Centre.** This will take you to the booking system.



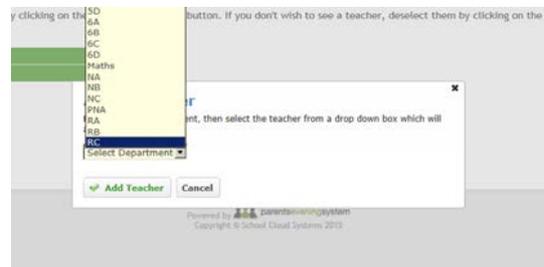
Alternatively [click here](#) to access the booking system directly.

1. Login with your own details; please include your email address so you receive an email confirmation of your bookings. You must also enter your child's details. **Please use the name and class as it appears on the Academic Review Evening Booking System Details sticker your child has in their Student Planner.**

It looks like this:

Academic Review Evening
Booking System Details
Sally Smith ← Name
NC ← Registration Form

2. Select the Primary Academic Review evening.
3. You should now see your child's Class and Maths teacher, if either are missing , please follow these instructions:



Select the 'Add a new teacher' button. You will need to select the Class or Maths teacher from the list of teachers.

4. Continue to add teachers until you have selected all your child's teachers.
5. When all your child's teachers are listed, select the 'Continue to book appointments' button
6. The booking screen will appear and you will be able to see the availability of all the teachers selected. When you select your appointment time you will be sent a confirmation email. You are also able to view and print your appointments from this page.

	Mr B FINAN 5A (B309)	Ms R PRESTON Mathematics (B308)
17:00	Book	Book
17:05	Book	Book
17:10	Book	Book
17:15	Book	Book