

Parents Evening Booking System (PEBS)

Instructions

1. Navigate to the Parents' Evening Booking System here www.parents-booking.co.uk/holyrood

2. Use your personal information to log in. You must use the MAIN contact person which the school has on file or you will not be able to log in.

If you are having problems, please use the contact information on the login page to contact the school.

Holyrood High School
School contact details: School Office
Phone: 0141 582 0120 Email: headteacher@holyrood-sec.glasgow.sch.uk

* Fields marked with this are mandatory.

Parent's title* Parent's Surname* E-Mail Address

Ms

Your email address is used to receive booking confirmations.

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

Child's First Name* Child's Surname*

Child's DOB *

Login

3. Confirm you have correctly logged in by confirming your child to make your booking. (you may have more than one child who requires appointments).

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E-Mail: headteacher@holyrood-sec.glasgow.sch.uk

How to use the Automated Booking Wizard

Please note, the information below was correct when the page was loaded. Click here to refresh.

Key Existing Bookings Teachers to Book

S1 Parents Evening 20/11/2017

Select a child to make an appointment for: (Click on the next child once you have selected bookings (below) for the first)

Test Child

Select the teachers you would like to book for Test Child

4. Once logged in, decide whether you need to make bookings individually, or using our Automated Booking Wizard (best if you have a number of appointments to make).

Holyrood High School Parents' Evening Booking System English (UK)

List of Parents' Evenings
Click the Group that contains the Parents' Evening you want to make bookings for.
You are logged in as Mrs Test Parent for Test Child, 01/01/2005

Name of Group	Parents' Evening	Date	Start	End
November Parents Evening S1	S1 Parents Evening Automated Booking Wizard / Make Appointment(s) Individually	20/11/2017	04.00 PM	06.00 PM

Having problems?
If you are having any problems creating an appointment please contact us at, headteacher@holyrood-sec.glasgow.sch.uk
Click here to watch our help videos if you are having problems.

5. Once you have selected your preferred booking method and once in the correct parents' evening, follow the relevant instructions from below:

Option 1. Automated Booking Wizard

1. Proceed to the bottom of the page and specify your personal availability (eg. 4pm – 5pm etc).

2. Then select the teacher you wish to book. You can press 'Select All' to select all options

3. Now press Make My Bookings For Me at bottom of page.

.If the wizard replies that bookings are not feasible, you have not left enough time (personal availability selection) and need to reduce the number of teachers **or increase the amount of time you're available.*

Indicates this teacher has requested a meeting

- Dr. B. Matthews
Mathematics
40 slots left at 3 minutes each **Add**
- Miss C. McDonald
Physical Education
40 slots left at 3 minutes each **Add**
- Miss E. Stevenson
English
40 slots left at 3 minutes each **Add**
- Miss K. Adams
Music
40 slots left at 3 minutes each **Add**
- Miss N. MacLellan
Science
40 slots left at 3 minutes each **Add**

Select the day(s) and arrival and departure times on which you are available to attend.

We will automatically calculate the most effective route around your chosen appointments, based on the information you have provided, but cannot always guarantee to start within these times.

Monday 20 Nov 2017

Arrive: 04.00 PM

Depart: 06.00 PM

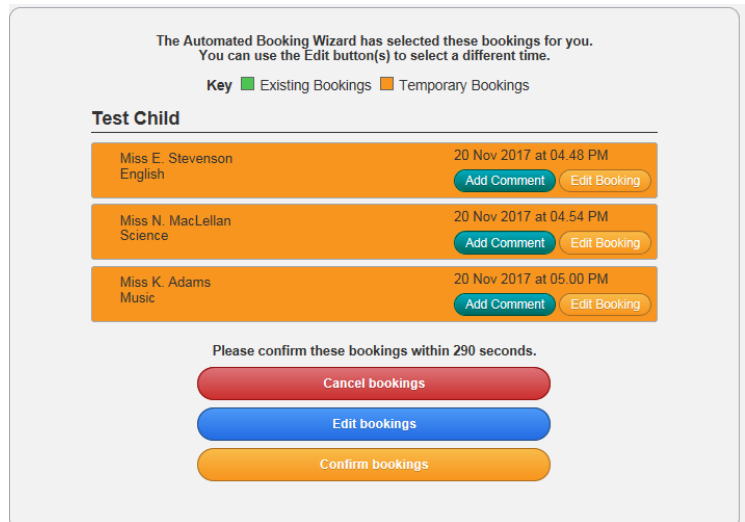
We'll calculate the most efficient route around the appointments you have requested, based on the information you've provided above. Depending upon availability, we cannot always guarantee to start and finish within your preferred times.

Make my bookings for me

4. Now see a list of your booking suggestions. Feel free to add comments to teachers you wish to book, if allowed

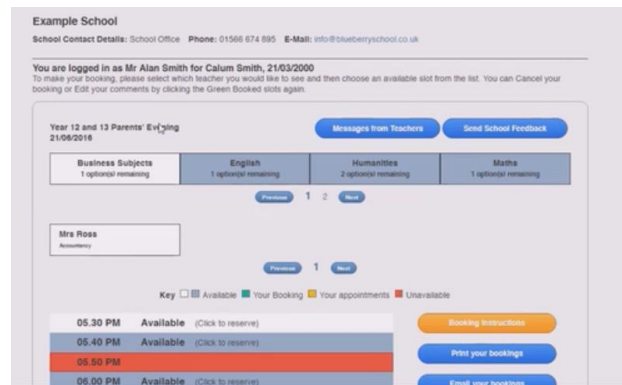
5. Press Confirm to confirm these appointments as your bookings

6. Press Print or E-Mail to initiate your confirmation.

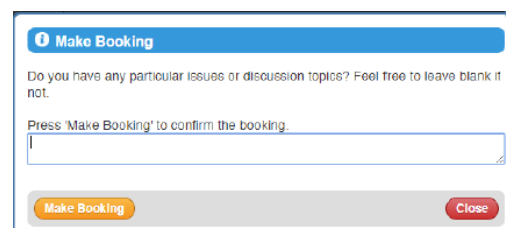


Option 2. Individual Bookings:

1. Select the department, then teacher, and click on an available time to make a booking.



When you selected a time, you're able to add any issues or comments for the teacher to take note of before the appointment



4. If you need to cancel or rearrange an appointment, click on the correct department and teacher, then click on the green appointment to change it.

5. If you need to make bookings for another child, scroll to the top of the page. In the top left corner you should see a 'Make a Booking for Another Child' icon. Click this. If there is no icon, the software does not recognise

that you have multiple children. This just means that you'll need to log out and log back in again using the other child's details.

6. Once you have made all of your bookings, click on either E-Mail or Print my Appointments. Appointments are saved when they are made, so you don't have to e-mail or print to 'save' them, but doing so will provide a confirmation as example shown below.

Dear Mr Alan Smith

Your appointments on

Date	Time	Student Name	Register Class	Teacher Name	Subject
Wednesday 15/03/2017	5.00 PM (5 minutes)	Calum Smith	4D	Miss Neill	Geography
Wednesday 15/03/2017	5.10 PM (5 minutes)	Calum Smith	4D	Mrs Ross	Accountancy
Wednesday 15/03/2017	5.20 PM (5 minutes)	Calum Smith	4D	Mr Forwood	Science
Wednesday 15/03/2017	5.30 PM (5 minutes)	Calum Smith	4D	Mr Holmes	Pe
Wednesday 15/03/2017	5.40 PM (10 minutes)	Tasha Smith	Test	Miss Care	Business Management
Wednesday 15/03/2017	5.55 PM (5 minutes)	Tasha Smith	Test	Mr Forwood	Science