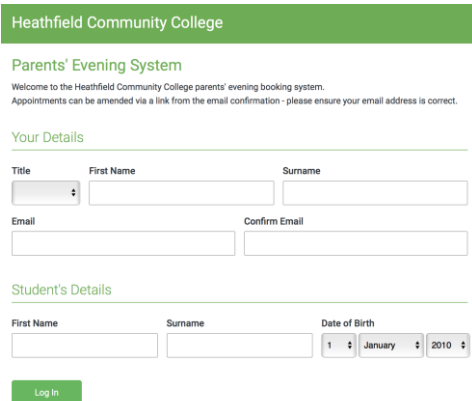


1. Visit the Parents Evening Booking System website by clicking this link: <https://heathfieldcc.parenteveningsystem.co.uk> or by visiting the College Website (Parents > Parents Evenings)

2. Fill in the required details



Heathfield Community College

Parents' Evening System

Welcome to the Heathfield Community College parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: [Dropdown] First Name: [Text] Surname: [Text]

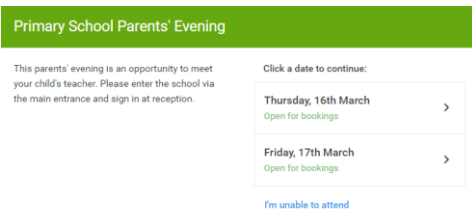
Email: [Text] Confirm Email: [Text]

Student's Details

First Name: [Text] Surname: [Text] Date of Birth: [Month] [Day] [Year]

[Log In](#)

3. Click on the relevant Parents Evening or Event.



Primary School 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:

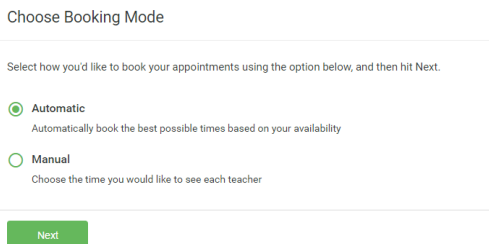
Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

[I'm unable to attend](#)

If you are unable to attend an event please click "I'm unable to attend".

5. Select Automatic or Manual Booking



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](#)

If using the automatic booking mode drag the slider to indicate the earliest and latest you can attend.

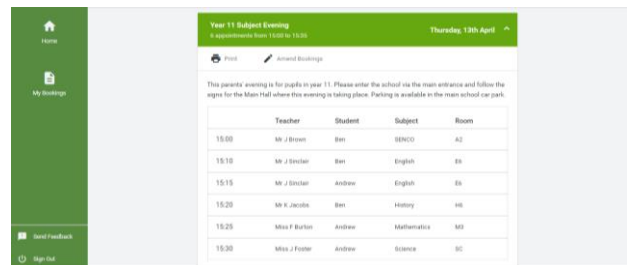
If manually booking appointments proceed to step 6.

6. Click on any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

| | 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 | | | + |

Hover over appointments to remove them. If you can only make a specific amount of appointments this may be because they are limited. Please check details in the letter explaining the Parents' Evening.

8. Save appointments by following the instructions at "Finishing Adding Appointments".



Year 11 Subject Evening
Open for bookings from 14:00 to 15:00

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 16 |
| 15:15 | Mr J Sinclair | Andrew | English 16 |
| 15:20 | Mr K Jacobs | Ben | History 16 |
| 15:25 | Miss F Butler | Andrew | Mathematics 103 |
| 15:30 | Miss J Foster | Andrew | Science 9C |

You can print your appointments by selecting "Print".

If you need help or support using the system please contact the College on 01435 866066 or by email office@heathfieldcc.co.uk.

