



**St. Ninian's  
HIGH SCHOOL**

Scoil Ard Noo Ninian

**LOWER SCHOOL (Years 7 - 9)**

Heywood Avenue, Onchan

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**UPPER SCHOOL (Years 10 - 13)**

Ballaquayle Road, Douglas

Isle of Man, IM2 5RA

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**HEAD TEACHER Mr C. J. Coole**

18<sup>th</sup> January 2019

Dear Parents/Guardians

**Year 12 Parents' Evening on Thursday 7<sup>th</sup> February 2019, 4pm – 6.30pm, St Ninian's Lower School.**

You are invited to attend the Year 12 Parent's Evening. This will give you the opportunity to talk with some of your son/daughter's subject teachers and tutor about how they are progressing in their studies and general life in school. Appointment slots are five minutes per teacher. The number of appointments you can make is maximum of eight per student. Please note, this is a maximum, if you wish to make fewer appointments then please feel free to do so.

To book your appointments please visit our school website: <http://www.snhs.im>. Click on the 'Parents' section and select Parents Evening and follow the instructions to make your bookings (A short guide on how to add appointments is included overleaf.) If you find that there are already some appointments made on the system, this is because those teachers have requested an appointment with you. By all means alter the time slot of this appointment to one that better suits but please make sure you keep an appointment with these teachers. Remember to print off a copy of your bookings and take it with you on the evening or have them saved on your mobile device to refer to during the evening.

Appointments can be made from **Friday 18<sup>th</sup> January, from 10am** and will close on **Monday 28<sup>th</sup> February at 12pm**. Please make sure you make your appointments via the school website during this time period. Appointment slots are on a first come, first serve basis, so the sooner you make your appointments the more choice of available slots you will have. Should you wish to make any changes after this date please contact the school office.

To login to the system you will need to use the following information.

Your first name, surname and e-mail address

Student's First Name:       «Forename»  
Student's Surname:       «Surname»  
Student's Date of Birth:   «dd/mm/yyyy»

This data is stored on the host website for authentication purposes. This is a secure site, registered with the Information Commissioner's Office and complies with all data protection regulations. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

On the evening, you can park in the main staff car park or in the extra parking space beyond this at the side of the school next to the outside sports area. You should then enter through the main entrance of Lower School where you will need to sign in and will be given instructions as to where all the staff are located.

Yours faithfully

Mr C Coole  
Head Teacher

*Live to Learn  
Learn to Live*

# Parents' Guide for Booking Appointments

Browse to <https://stninianshighschool.parentseveningsystem.co.uk/>



## 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.

## 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*.

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

## Step 5b (Manual): 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.

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.

## Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page 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*.