

Crofton Academy Parent's Guide for Booking Appointments

As an Academy, we run an on-line booking system for Parents Evening appointments. Please see the instructions below for guidance on how to book appointments. Should you need any support please contact the admin@croftonacademy.org.uk.

Browse <https://croftonacademy.parentseveningsystem.co.uk/>

STEP1: LOGIN

Please complete all the details on this page. Confirmation of your appointment(s) will be emailed to you.

Please use your child's "preferred" forename and surname that matches our records (no abbreviations)

Date of birth – eg: 26/11/2004



STEP2: SELECT PARENTS' EVENING

Click the green tick to select the parents' evening.



STEP3: CHECK TEACHER / FORM TEACHER

During a FULL parents' evening ALL your child's class teachers will show.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross best not wish to see.

✗ English	Mr J Atkinson
✗ French	Mr A Gray
✗ Geography	Mr A Pinkney
✗ History	Mr K Jacobs
✗ Mathematics	Mrs L Vernon
✗ Physical Ed	Mrs E Paton
✗ Science	Ms J Estaphan

[Continue to Book Appointments](#)

HOWEVER, for Group Tutor evenings, ONLY your child's Group Tutor will be present to make appointments.

Choose Teachers for Yr7 Form Tutor Parents Evening

Alex's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the teacher's name. To select the teacher again, simply click their name. Add any other teachers you wish to see for Alex by clicking on the *Add a new teacher* button.

Miss C Lister - Class 7CXL

STEP4 : BOOK YOUR APPOINTMENTS

Click “Book “to make your appointment with the teacher for the time you wish. Repeat this for all teachers. Once you have made all your appointments, click on “Click Here” in the yellow box at the top of the page to send a confirmation email of your appointments.

Finished Adding Appointments?				
You've still got 2 appointments to make. However if you're finished, please click here to save!				
	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

As stated earlier for Form Teacher evenings you will only see your child’s Form Teacher and year leader to make an appointment

Make Appointments

Yr7 Form Tutor Parents Evening
Parent:
Parents are allowed 1 appointment, however you can book more on their behalf.

	Miss C Lister Class 7CXL (Library)
16:00	Book
16:05	Book
16:10	Book
16:15	Book
16:20	Book
16:25	Book
16:30	Book
16:35	Book
16:40	Book
16:45	Book
16:50	Book
16:55	Book
17:00	Book
17:05	Book
17:10	Book
17:15	Book
17:20	Book
17:25	Book

STEP5: FINISHED

After booking all your appointments you will an opportunity to send feedback to school.

To book appointments for another child in school, please click the link to complete this process again.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

VIEWING/EDITING/PRINTING APPOINTMENTS

Click the “Appointments” tab and view and print your appointment(s).

You can change your appointment(s) by clicking “Add/Edit/Delete Appointments”

There is a link at the bottom of the confirmation email that will allow you to log back into the system.

If you have any queries or require help with the system please do not hesitate to email admin@croftonacademy.org.uk at the academy.