## Instructions for Booking your Appointment for Parents' Evening

You will already have received your user-id and password via pupil post. Enter <u>www.rainowpri.cheshire.sch.uk</u> and click on the **PARENT LOGIN** option shown below.



You will then be presented with the screen below which will list all the pupils you are associated with. Click on the Parents' Evenings option

삼 Home   Log	jout	$\checkmark$		You are view	wing: Apupil, Rainowpupil1 🔻	^
Parent Forum	Surveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity		
You have ch	anged the pupil	you are viewing	to Rainowpupil1 Apupil			
			Apupil's details			
		ease choose from the	list below			
View other						
Apupil, Rainowp Apupil, Rainowp						
Change Rai	nowpupil1 Apupi	l's Details			•	
Your Username						
tuesdaybreak6 Your Password						
rainow01						
Update [	Details					
Change You	ır Login Details				•	
Your Username						
demoparent3						
Your Password						
Update [	Details					

You will then see the screen below. The blue drop down box will show which child you are making an appointment for.

Please note that	the view	you se	e relates	to this child c	only.				
Rainow Primary School: W 🗙 🗈 S	ichool Spider : List of all p	🗙 🙀 Rainow Pri	mary School: W 🗙	School Spider : Parent / Gu 🗙			<		
← → C  https://secure.schoolspider.co.uk/parent/index.php?m=meeting_list						7	⊘☆ 🕫 ≡		
👯 Apps 🔺 Bookmarks 🗀 Imported	From IE 📑 Recruit an a	apprentice 🗋 my ir	ntraNet 🗋 New Tab						
🔏 Home   Logout				You are viewing: Apupil, Rainowpupil2 🔻					
	Parent Forum S	urveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity				
	All parents' e								
	Class 3 parents' evenings 21/3 & 22/3					Page 1			
				Starting 17:00 21/03/2016	Booking	Opens: 18:00 15/03/16	18:00 15/03/16		
	$\uparrow$								
						School S	pŧder		

## Click on the parents' evening link as shown above in red (the above dates are just an example)

## (PLEASE NOTE THAT THIS LINK WILL NOT BE AVAILABLE UNTIL 6PM ON SEPTEMBER 26TH

You will then see the screen below. (To find available slots for the second evening, simply scroll down on the screen below).

All available slots are show in red and you can select your preferred time by clicking on the relevant red slot box.

A Home   Logout You are viewing: Apupil, Rainowpupil1	2 /
Parent Forum Surveys & Forms Parents' Evenings Pupil Attainment & Reports Pupil VLE Activity	
Class 6 parents' evenings 21/3 & 22/3	∎ /
Title: Class 6 parents' evenings 21/3 & 22/3 For the parents in the following class: Class 6 Start time: 17:00 21/03/2016	
17:00 21/03/2016 This slot is available Book this slot	
17:10 21/03/2016 This slot is available Book this slot	
17:20 21/03/2016 This slot is available Book this slot	
17:30 21/03/2016 This slot is available Book this slot	
17:40 21/03/2016This slot is availableBook this slot	
17:50 21/03/2016 This slot is available Book this slot	
18:00 21/03/2016   This slot is available   Book this slot	
18:10 21/03/2016This slot is availableBook this slot	
18:20 21/03/2016 This slot is available Book this slot	
18:30 21/03/2016 Break	
18:40 21/03/2016   This slot is available   Book this slot	
18:50 21/03/2016 This slot is available Book this slot	

Once you have booked your slot you will see the screen below. If you have more than one child in school please click on the white arrow in the blue drop down box to select a sibling and repeat the process from the top of page 2.

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- Č	者 Home   Logout					You are viewing: Apupil, Rainowpupil1 🔻			
Pare	ent Forum	Surveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity				
You	ur informa	tion has been s	aved.						
Cla	Class 6 parents' evenings 21/3 & 22/3								
For	Title: Class 6 parents' evenings 21/3 & 22/3 For the parents in the following class: Class 6 Start time: 17:00 21/03/2016								
17:	:00 21/03/	2016	This slot is ava	ailable			Book this slot		
17:	:10 21/03/	/2016	This slot has b	een booked by you		Remove yours	elf from this slot		
17:	:20 21/03/	2016	This slot is ava	ailable			Book this slot		
17:	:30 21/03/	/2016	This slot is ava	ailable			Book this slot		
17:	:40 21/03/	/2016	This slot is ava	ailable			Book this slot		
17:	:50 21/03/	2016	This slot is ava	ailable			Book this slot		
18:	:00 21/03/	/2016	This slot is ava	ailable			Book this slot		
18:	:10 21/03/	/2016	This slot is ava	ailable			Book this slot		
18:	:20 21/03/	/2016	This slot is ava	ailable			Book this slot		
18:	:30 21/03/	/2016	Break						
18:	:40 21/03/	2016	This slot is ava	ailable			Book this slot		

As shown in the screen above, the slot has been booked and once you have finished booking your appointment times you can log out of the system.

You can log back in at any time if you wish to check your booking details.