Instructions for Booking your Appointment for Parents' Evening

You will already have received your user-id and password via email. 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	gout			You are view	ving: Apupil, Rainowpupil1 🔻	
Parent Forum	Surveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity		
You have ch	nanged the pupil	you are viewing	to Rainowpupil1 Apupil			
			Apupil's details			
		ease choose from the	list below			
View othe Apupil, Rainowp Apupil, Rainowp	oupil2					
Change Rai	nowpupil1 Apup	l's Details			•	
Your Username tuesdaybreake Your Password						
rainow01 Update [Details					
Change You	ır Login Details					
Your Username demoparent3	•					
Your Password rainow01						
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	t the view you see rela	ates to this child o	nly.		
🗼 Rainow Primary School: W 🗙 🎦 S	School Spider : List of all p 🗙 🙀 Rainow Primary School	: W 🗙 🗋 School Spider : Parent / Gu 🗙 🚺		<	📥 💶 🖬 🗾 🛋
← → C 🗋 https://secure.sc	:hoolspider.co.uk/parent/index.php?m=mee	ting_list		7	⊘☆ 🕫 ≡
🔛 Apps 🔺 Bookmarks 🗀 Imported I	From IE 🕒 Recruit an apprentice 🕒 my intraNet 🌓	New Tab			
	삼 Home Logout		You are viewing: Apupil, Rainow	vpupil2 🔻	
	Parent Forum Surveys & Forms Parents'	Evenings Pupil Attainment & Reports	Pupil VLE Activity		
	All parents' evenings for Rainow	pupil2 Apupil			
				Page 1	
	Class 3 parents' evenings 21/3 & 22/3	Starting 17:00 21/03/2016	Booking Opens: 18:00 15/03/16		
	\wedge				
			School S	pider	

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 WEDNESDAY 25TH SEPTEMBER)

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.

🔠 Home Logout		You are viewing:	Apupil, Rainowpupil1 🔻		^
Parent Forum Surveys & Forms	Parents' Evenings Pupil Attainment & Reports	Pupil VLE Activity			
Class 6 parents' evening	s 21/3 & 22/3				
Title: Class 6 parents' even For the parents in the follow Start time: 17:00 21/03/20	ving class: Class 6				
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	\checkmark	
17:40 21/03/2016	This slot is available		Book 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 21/03/2016	This slot is available		Book 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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🚹 Home L	A Home Logout			You are viewing: Apupil, Rainowpupil1 🔻			
Parent Forum	Surveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity			
Your inform	Your information has been saved.						
Class 6 pa	Class 6 parents' evenings 21/3 & 22/3						
For the pa	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 21/0	3/2016	This slot is av	ailable			Book this slot	
17:10 21/0)3/2016	This slot has t	peen booked by you		Remove yourself	from this slot	
17:20 21/0)3/2016	This slot is av	ailable			Book this slot	
17:30 21/0)3/2016	This slot is av	ailable			Book this slot	
17:40 21/0)3/2016	This slot is av	ailable			Book this slot	
17:50 21/0)3/2016	This slot is av	ailable			Book this slot	
18:00 21/0)3/2016	This slot is av	ailable			Book this slot	
18:10 21/0)3/2016	This slot is av	ailable			Book this slot	
18:20 21/0)3/2016	This slot is av	ailable			Book this slot	
18:30 21/0)3/2016	Break					
18:40 21/0	3/2016	This slot is av	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.