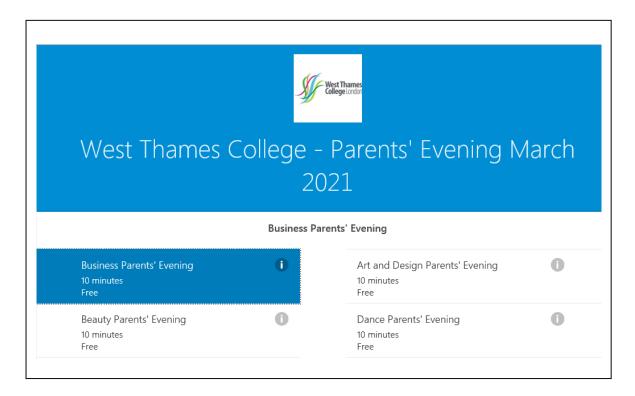
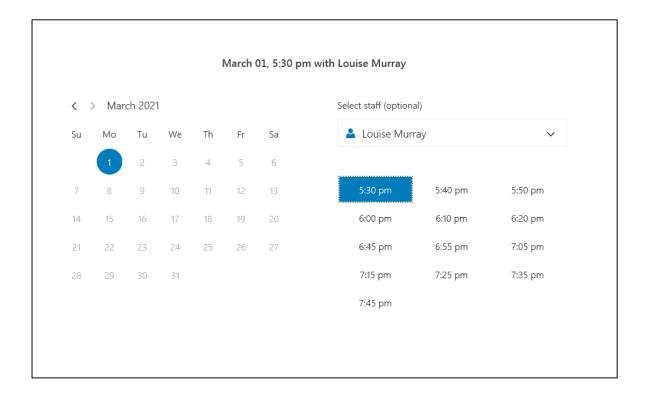
Parents' Evening - How to Book Your Appointment

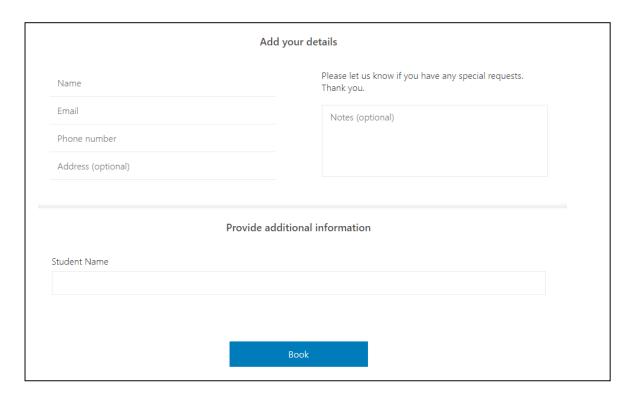
- 1. Choose the appropriate link depending on the campus your son or daughter studies at.
- 2. From the list select the relevant curriculum area, in this example, Business



- 3. Scroll down to select the date 1 March Isleworth Campus, 4 March Feltham Campus
- 4. Select the member of staff you wish to meet with from the drop down list. Please **do not** select "Anyone" it is important that you meet with your son or daughter's teacher.
- 5. Select the most suitable 10 minute slot



- 6. Scroll down to add your details: Your name, your email address, your mobile number , your son or daughter's name and their StudentID number (this can be found on your letter)
- 7. Click Book to confirm



- 8. You will receive a confirmation message and email
- 9. If you need to make another appointment with a different teacher, including English or maths, please start this process again by clicking "New Booking"

