


## 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



### West Thames College - Parents' Evening March 2021

#### Business Parents' Evening

<b>Business Parents' Evening</b> 10 minutes Free	<b>Art and Design Parents' Evening</b> 10 minutes Free
<b>Beauty Parents' Evening</b> 10 minutes Free	<b>Dance Parents' Evening</b> 10 minutes Free


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

#### March 01, 5:30 pm with Louise Murray

< > March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select staff (optional)

 Louise Murray

5:30 pm	5:40 pm	5:50 pm
6:00 pm	6:10 pm	6:20 pm
6:45 pm	6:55 pm	7:05 pm
7:15 pm	7:25 pm	7:35 pm
7:45 pm		

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

### Add your details

Please let us know if you have any special requests.  
Thank you.

---

### Provide additional information

Book

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”

Reschedule

Cancel booking

New booking