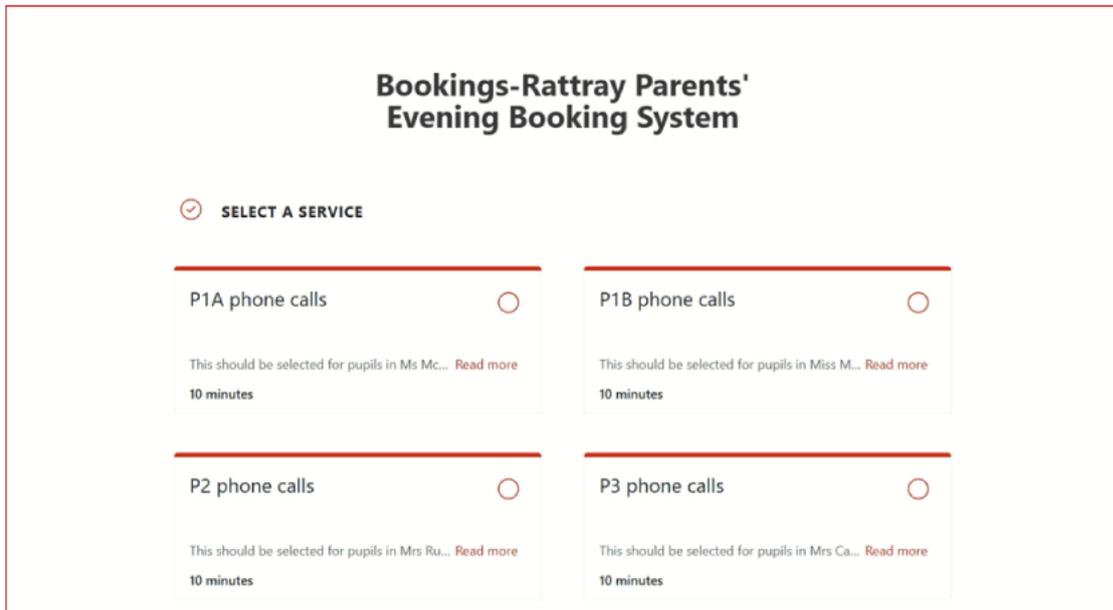
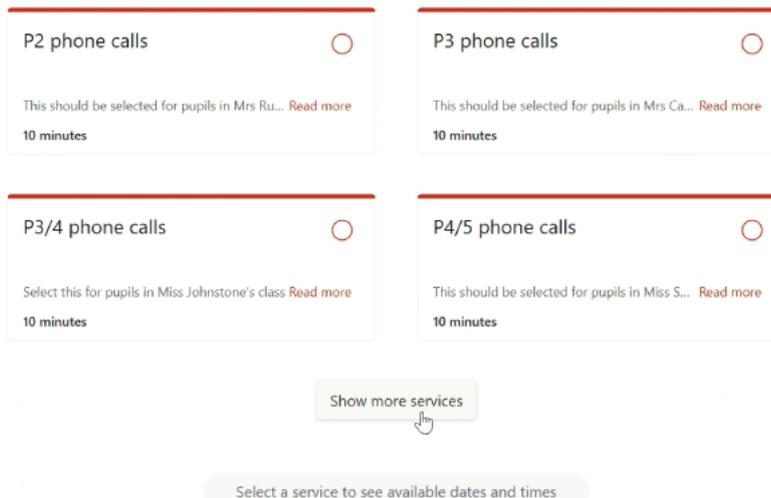


## How to book a Parents' Eve Appointment

1. Click the link <https://outlook.office.com/book/Bookings-ParentsevetrialFeb@pkc.gov.uk/>
2. The above link will show



3. To see all options click “show more services”



4. You can book either an in-person appointment, or a phone appointment. When you have located the appointment you want, click the red circle

## Bookings-Ratray Parents' Evening Booking System

### SELECT A SERVICE

P1A phone calls

This should be selected for pupils in Ms Mc... [Read more](#)

10 minutes

P1B phone calls

This should be selected for pupils in Miss M... [Read more](#)

10 minutes

P2 phone calls

This should be selected for pupils in Mrs Ru... [Read more](#)

10 minutes

P3 phone calls

This should be selected for pupils in Mrs Ca... [Read more](#)

10 minutes

- Now scroll to the bottom and navigate through the calendar to the dates of the parents' evening (18<sup>th</sup> and 19<sup>th</sup> of March this year). Click on your preferred date and the available times will be shown

March 06

 **DATE**  **TIME**

< > March 2025

M	T	W	T	F	S	S
					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						

17:30	17:40	17:50
18:00	18:10	18:20

- Click the time you would like to book. Now scroll to the bottom and fill in the relevant details. For First and surname, **please write the child's name**. For email, **please enter your email address**.

**First and surname \***  
First and surname

**Email \***  
Email

**Address**  
Address

**Phone number**  
Add your phone number

You agree to the school storing the data you have shared

**Add any special requests**  
Add any special requests

**Guest email(s)**  
Add up to 10 additional guests

**Book**

7. If you have selected a telephone appointment time, please enter the phone number you wish to be called on
8. You should receive a confirmation email, with the date and time of your appointment