**How to book a Parents’ Eve Appointment**

1. Click the link <https://outlook.office365.com/book/Bookings-ParentsevetrialFeb@pkc.gov.uk/>
2. The below website will show

A screenshot of a phone service

AI-generated content may be incorrect.

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

A screenshot of a phone call

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

A screenshot of a phone call

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1. Now scroll to the bottom and navigate through the calendar to the dates of the parents’ evening (5th and 6th of March this year). Click on your preferred date and the available times will be shown

A screenshot of a calendar

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1. 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**.

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