

WAVERTON C P SCHOOL
Common Lane,
Waverton
Chester
CH3 7QT



5th November 2020

Good afternoon all,

Parent Evening telephone appointments will be on the 12th November and 17th November.

You will be able to book your Parent Evening appointment from when it goes **live at 7pm tonight (5th)** until it **closes at 7pm on the 10th November. Remember, you will only see the time slots still available.**

To book an appointment slot:

- Log into either the school website or school spider app.
- **If using the school website** you will automatically be taken to the Dashboard page.
- **If using the school spider app**, you will need to click on the 3 small lines at the top right hand side of the screen to get to the Dashboard page.
- Click on Parent Evening (left hand side) - your child or children's names will appear on the screen (this will be greyed out until system goes live)
- Click on your child's name and you will be taken to the relevant class booking page.
- Click "book" button next to time slot required - Only available time slots left will show.
- Return to Dashboard page and it will show your booked appointment.
- Repeat these steps to book a slot for your other child/ren.
- Make a note of appointment time and date - there will be no reminders sent out.

Please find attached some screenshots that may help. A few people have commented that they are getting an error message come up when logging in, if the "Select School" box appears, click on drop down list and select Waverton C P School. Then click on "log in".

DUE TO THE NUMBER OF APPOINTMENTS, PLEASE ENSURE THAT YOU ARE AVAILABLE AT YOUR BOOKED TELEPHONE APPOINTMENT TIME. STAFF WILL BE UNABLE TO CALL BACK.

We have tried to give as much information that we can to help you. Please be patient, this is new to us all and we will try and resolve any issues as quickly as possible.

Kind regards,

The Office