

Parents Evening Booking System

Instructions for parents to log in

A computer with internet access is required.

Open the Pudsey Grangefield School web-site, using the following URL:

<http://www.pudseygrangefield.co.uk>

From the Home screen, click the button labelled:

PARENTS EVENING BOOKING SYSTEM >>

The following screen should appear:

The screenshot shows a web browser window with a blue header bar. On the left, it says "Parents' Evening Booking System" with a small icon. On the right, there is a button that says "Message from School". The main content area is a white form with a blue border. At the top left of the form is the school crest. To the right of the crest, the text reads: "Pudsey Grangefield Maths and Computing College", "School contact details: Appropriate Year Leader", "Phone:0113 2556277 Email:contactus@pudseygrangefield.co.uk". Below this, there is a note: "* Fields marked with this are mandatory." The form has three input fields: "Parents' title*" with a dropdown menu showing "Ms", "Parents' Surname*", and "E-Mail Address". Below these is a note: "Your email address is used to receive booking confirmations." Underneath, there is a heading: "Please enter the details of the child you want to make bookings for:". This is followed by two input fields: "Child's First Name*" and "Child's Surname*". Below these is "Child's DOB*" with three dropdown menus for day, month, and year. At the bottom of the form is a blue "Login" button.

Enter the required details exactly as provided previously to the school. Missing details or abbreviated names will not be sufficient to gain access. If you would like email confirmation of your appointments, an email address must be provided.

A new screen will open, showing the name of any available events. Click on the name of the required event then follow the further on-screen instructions.

If you have any difficulty using the site, please contact the appropriate Year Office in Pudsey Grangefield School. Details are available through the school website.