

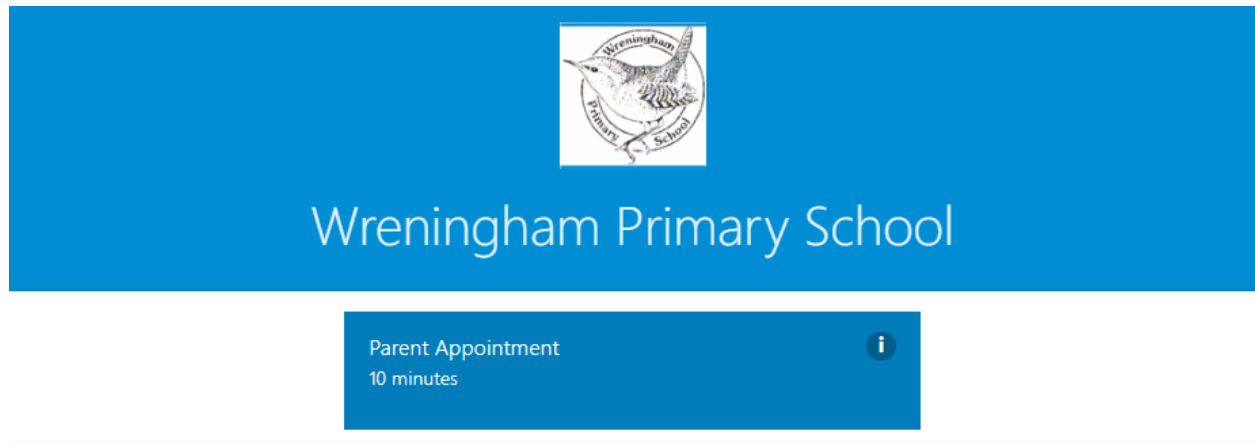
Wreningham Primary School – Parents Evening via Microsoft Bookings.

Booking an Appointment

1. Click on the following URL:

<https://outlook.office365.com/owa/calendar/WrenBookingTest@wreningham.norfolk.sch.uk/bookings/>

2. You will be presented with the following page:



Wreningham Primary School

Parent Appointment
10 minutes

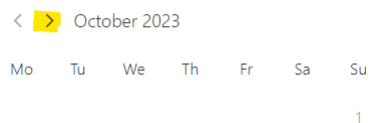
16 October

< > October 2023

Select staff (optional)
Anyone

Mo	Tu	We	Th	Fr	Sa	Su				
							1			
2	3	4	5	6	7	8		09:00	09:15	09:30
9	10	11	12	13	14	15		09:45	10:00	10:15
16	17	18	19	20	21	22		10:30	10:45	11:00
23	24	25	26	27	28	29		11:15	11:30	11:45
30	31							15:30	15:45	16:00
								16:15	16:30	16:45

3. Change the Calendar date to October 2023 by clicking on the > (as shown below), If required.

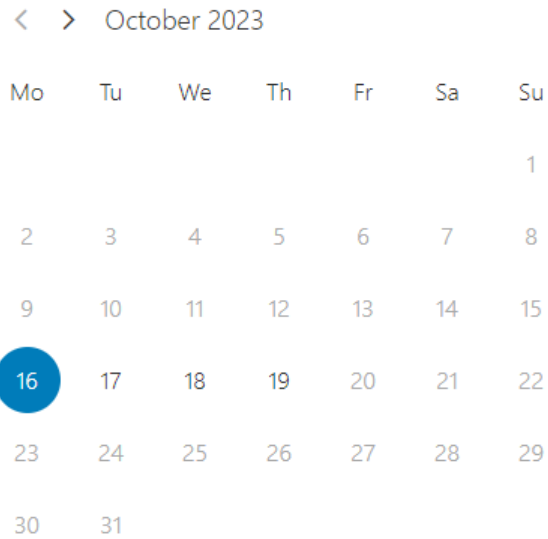


< > October 2023

Mo Tu We Th Fr Sa Su

1

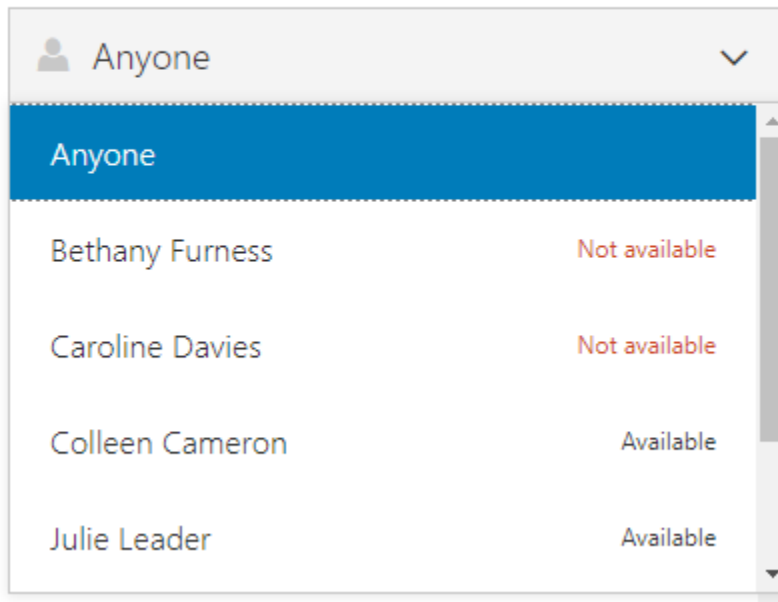
4. Select the desired day (either 16, 17, 18 or 19). **NOTE: All of the other dates are greyed out.**



5. Select the desired teacher (Staff) from the drop-down box:

- **Julie Leader (Class 1) OR Lynsey Watkins (Class 1)**
- **Caroline Davies (Class 2) OR Bethany Furness (Class 2)**
- **Colleen Cameron (Class 3)**
- **Rob Hodge (Class 4)**



Select staff (optional)



IMPORTANT: Please don't select '**Anyone**' from the Select staff list.

6. Once the teacher has been selected, select the desirable **time slot**.

Select staff (optional)

 Julie Leader 

15:30	15:45	16:00
16:15	16:30	16:45
17:00	17:15	17:30
17:45		

7. Insert **your name as the parent** (not the Child's name) and a valid email address (as shown below):

Add your details

John Smith

john.smith@hotmail.com

8. Insert your **Child's Name** and the **Class Number** from the drop-down box (as shown below)

Provide additional information

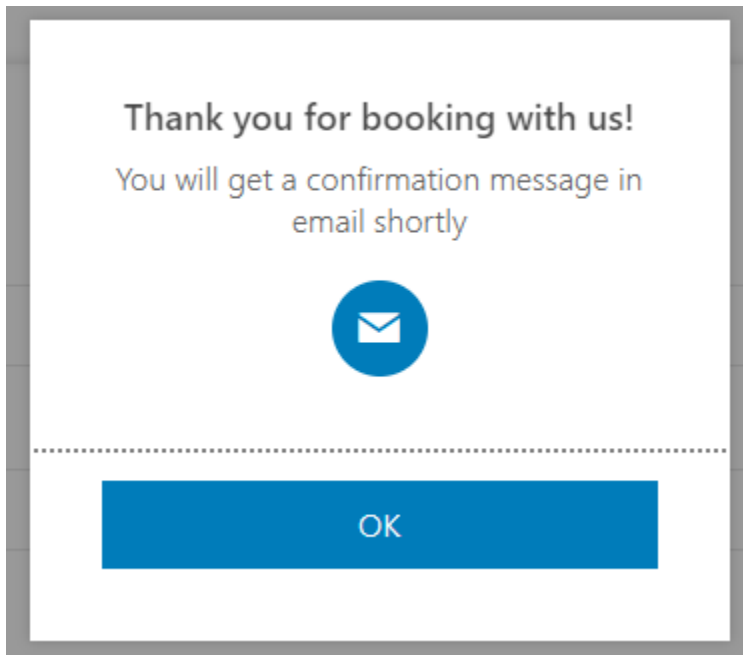
Child's Name

Class Number
--select an option--
--select an option--
Class 1
Class 2
Class 3
Class 4

9. Click the **Book** button.




10. You will see the following acknowledgement.



11. Click **OK**.


12. You will then see the following page.




Wreningham Primary School

Upcoming booking for
John Smith


Parent Appointment



27 April 2021
09:15 (10 minutes)



Our office address



Office - Wreningham VC Primary School

Reschedule

Cancel booking

New booking

13. The booking is now complete. You will receive two emails, one confirming your appointment and another confirming the appointment.

End of Document.