

# 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

18 March

< > March 2024

Select staff (optional)  
Anyone

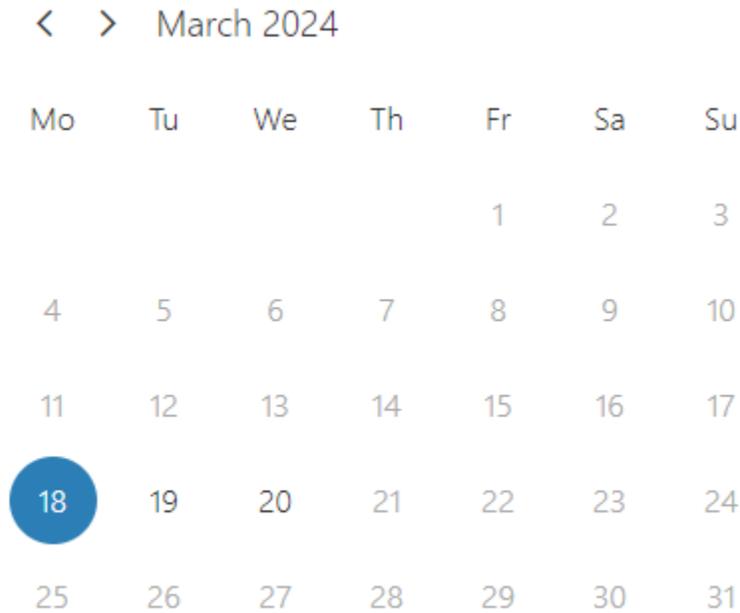
Mo	Tu	We	Th	Fr	Sa	Su			
				1	2	3			
4	5	6	7	8	9	10	09:00	09:10	09:20
11	12	13	14	15	16	17	09:30	09:40	09:50
18	19	20	21	22	23	24	10:00	10:10	10:20
25	26	27	28	29	30	31	10:30	10:40	10:50
							11:00	11:10	11:20
							11:30	11:40	15:30

3. Change the Calendar date to March 2024 by clicking on the > (as shown below), If required.

< > March 2024

Mo Tu We Th Fr Sa Su

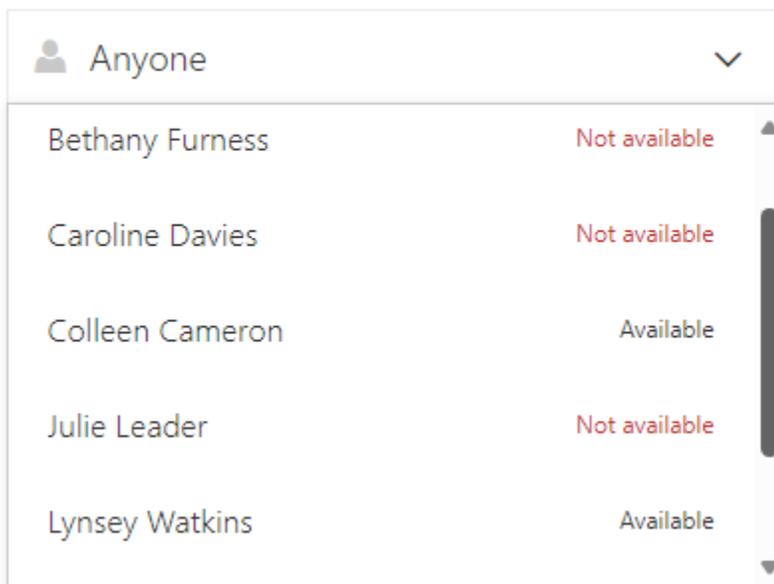
4. Select the desired day (either 18, 19 or 20). **NOTE: All of the other dates are greyed out.**



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

- **Lynsey Watkins (Class 1) with Julie Leader**
- **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)

 Lynsey Watkins 

15:30	15:40	15:50
16:00	16:10	16:20
16:30	16:40	16:50
17:00	17:10	

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

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john.smith@hotmail.com

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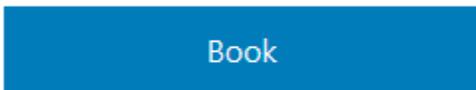
8. Insert your **Child's Name** and the **Class Number** from the drop-down box (as shown below)

Provide additional information

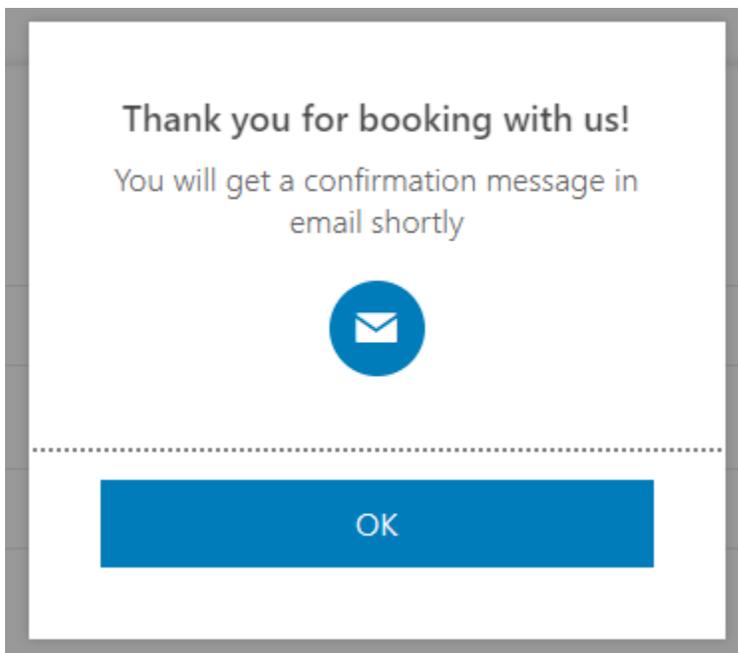
Child's Name

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

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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.