



Year 7 Tutor Meetings

Online Booking System

Navigate to the Parents' Evening Booking System <http://www.parents-booking.co.uk/isca>

1. Use your personal information to log in. You must use the contact information which the school has on file or you will not be able to log in. If you are having problems, please contact the school.
2. Log in by selecting which child you want to make bookings for first. If you have more than one child who requires bookings, you can switch between them once you are logged in.
3. Once logged in, we recommend using the Automated Booking Wizard

Automated Booking Wizard

- Select the teacher you wish to book.
- If you have a second child to make bookings for then select their tab and repeat the teacher selecting process
- Proceed to the bottom of the page and specify your personal availability, then press '*Make My Bookings For Me*'
 - If the wizard replies that bookings are not feasible, you may need to increase the amount of time you're available.
- Now see your booking suggestions.
- Press Confirm to confirm these appointments as your bookings
- Press Print or E-Mail to initiate your confirmation.

We recommend that you print out your final appointment time or save it to your phone. This will make it easier when you arrive.

It will be possible to log back in and change bookings if you need to until midnight the night before the Parents Evening.

Please contact us on 01392 204082 if you have any queries or need assistance in making the bookings. We can make them for you if you have limited access to the internet.