

MAKING AN APPOINTMENT FOR A PARENTS' CONSULTATION EVENING








Stage 1 - As a student, log on to the **Intranet** (using the students username and password NB: if the students username is 9SmithJ then enter QEGS\9SmithJ as their username) and in the quicklinks section click on:

 [PCE Appointments](#)

Stage 2 - Select Teacher/Subject:

Times	Appointments	Select Teacher/Subject
15:05		
15:15		

Stage 3 - Click to book appointment:

Times	Appointments	Registration - Mr J Illsley [JIL]
15:05		 Book Appointment
15:15		 Book Appointment
15:25		not available
15:35		 Book Appointment
15:45		 Book Appointment
15:55		 Book Appointment
16:05		 Book Appointment
16:15		

Stage 4 - Click book appointment:

Book Appointment ✕

Student:

Teacher: Mr J Illsley [JIL]

Subject:

Time: 15:05:00

NB - Student's appointments are listed here:

15:10	Mr J Illsley [JIL]	Biology	RM911	
15:20				
15:30	Mr J Illsley [JIL]	Chemistry	RM917	

FAQs

How do I delete/move an appointment?

You need to contact the member of staff who can delete and re-book the appointment.

If you need any assistance or have any questions, please contact school and ask to speak to your child's Pastoral Support Officer- Mrs Wibberley.