



Townfield Primary School

Booking Parents' Evening via School Spider App

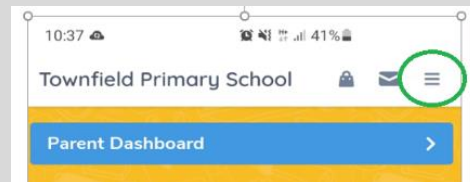
Parents' Evening bookings are being done via our School Spider app. If you have not already done so, you will need to create an account and log in. See separate guidance regarding logging into the School Spider app, if necessary.

Head to Parent Dashboard area of School Spider App

Once logged in, head to the Parent Dashboard

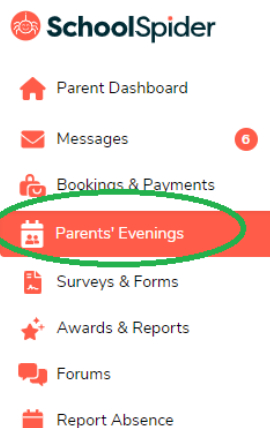


TIP: by clicking the three lines in the top right hand corner at any time, you will be directed to the menu for all options in the **parent dashboard**



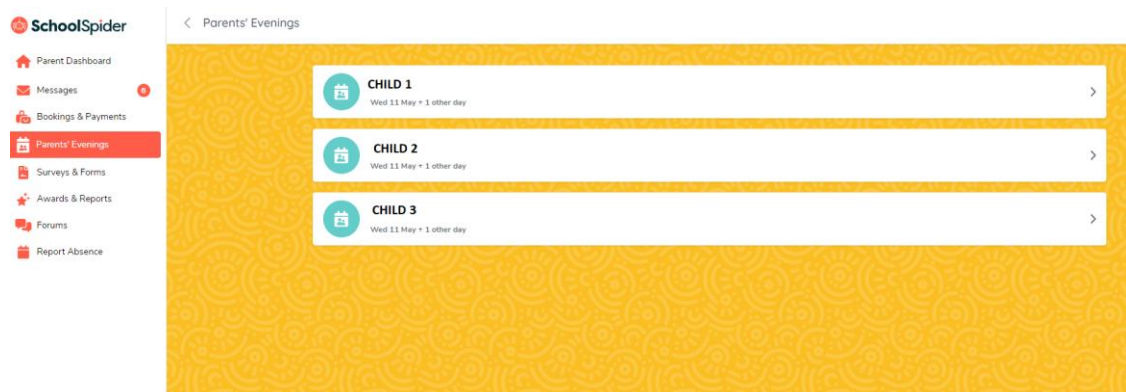
Booking Parents' Evening Slot

Select Parents Evening from the menu



Booking Parents' Evening Slot

Once you have clicked Parents' Evening you will be directed to the information and booking section. This will detail any child/children you have at school



Simply click on your child's name where you will be directed to their teacher's booking slots. Select the appropriate time and click book.



Amending / Cancelling Booking

Should you need to make any amendments, simply click unbook – this may be useful for parents of multiple children at school when trying to arrange their appointments within close proximity to each other.



*Look after
yourself*

*Look after
each other*

*Look after
our school*