Parents’ Guide for Booking TLC Appointments

The online booking system will be available from Monday 7th November from 7.00 p.m.

Go to: www.newlandsspring.parentseveningsystem.co.uk/ or press the icon on the school website

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child’s “preferred” forename and your personal details e.g. Mr/Dr/ Ms/ that match our records (no abbreviations).

Date of birth format – eg: 26/11/2005
Step 2: Select Parents’ Evening

Click the green tick to select the parents’ evening you want to make appointments for.

![Select a parents’ evening to add appointments:](image)

Step 3: Choose Teachers

Then names of your children’s teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

![Choose Teachers](image)

Click on the continue to book appointment button to proceed.

Step 4: Book Appointments

Click ‘Book’ to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on “click here” in the yellow box at the top of the page to send the confirmation email.
Step 5: Finished

You will receive an email confirmation of your appointments. You can print this out and bring with you to the parents’ evening if you would like to.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the “Appointments” tab. Please bring a print out of your appointment times to the parents’ evening.

You can change your appointments at any time by clicking on “Add/Edit/Delete Appointments”. There is a link at the bottom of the confirmation email which logs you back into the system.

You will be able to make one appointment per child. We suggest a 20-30 minute gap between appointments to enable you to spend time looking at your child’s work in the classroom as well as seeing the class teacher. The online booking system will not allow you to book appointments ‘back to back’ to ensure there is at least a 10 minute break in between.

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