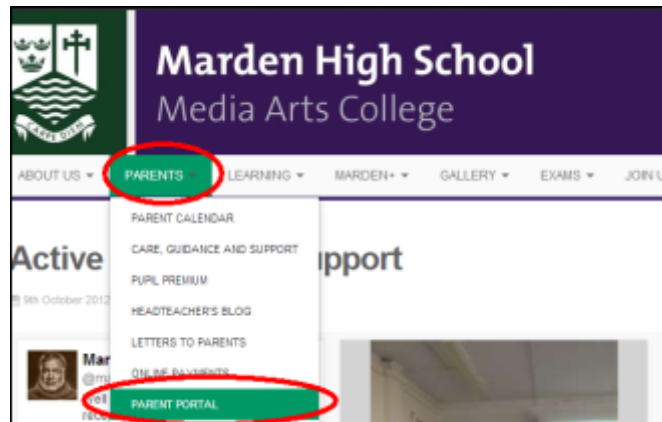


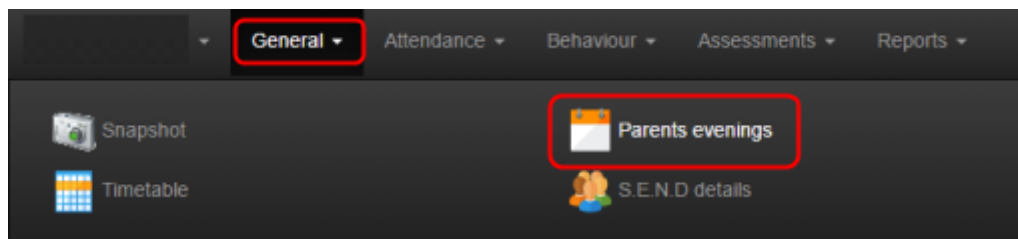
A guide on how to book parents evening appointments on our Parent Portal.

- First, go to our website (www.mardenhigh.net) and click on the Parent Portal link on the right-hand side, or click on Parents and then Parent Portal.



This will open a new website with a login. Please log in with the username and password you have been provided in the post. This will either be your email address (if we have it in school), or an account generated from your last name and 5 digits. If you can't remember these details, please contact office@mardenhigh.net and they will be provided to you.

- To make bookings, click on General, then Parents Evenings (at the top of the screen).



- You should see a list of staff and available times on the right. Simply click on the time you want each member of staff and it will be added to the schedule in the middle. If the staff is fully booked, they won't appear on the list. If the timeslot you want isn't available, then the member of staff is already booked. You can download your bookings using the Download button on the top-right.

