Logging into the Parents' Evening System

1. To open the Parents' Evening System please use this address:

https://callingtoncommunitycollege.parentseveningsystem.co.uk/

A direct link to the system is also available on the homepage of Callington Community College website (www.callingtoncc.net) at the top right hand side, as shown below. Click on this button to access the Parents' Evening System log in screen.
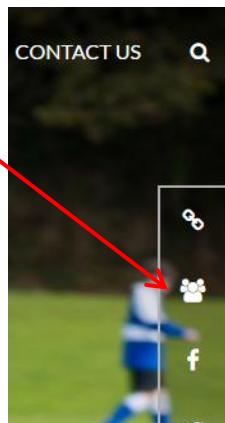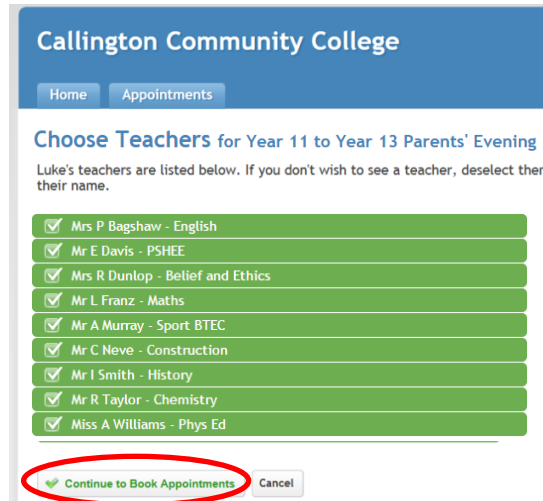

2. The screen below is displayed. Enter your details followed by your child's details and click on the login & continue button.

3. Once logged in, the current Parents' Evening will be displayed. Click on the 'Continue' tick.

4. The next screen lists your child's current teachers. [You can deselect any teachers you do not wish to see by un-ticking the boxes next to their name].
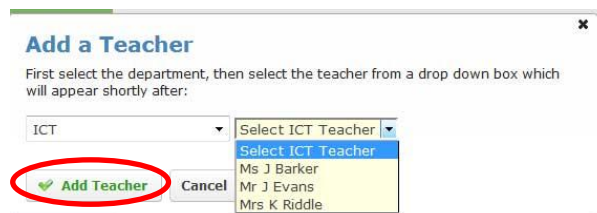

Click 'Continue to Book Appointments' to take you to the Appointments page.

You will also see an option to add an additional teacher who may not currently teach your child. To use this function, click on 'Add a new teacher' and then select the teacher's department.
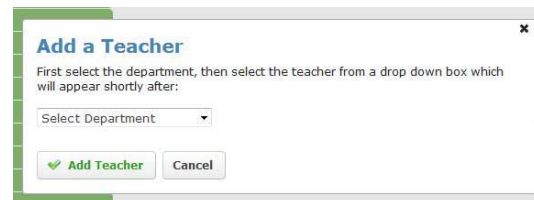
Select the teacher and click the 'Add Teacher' button

Additional bookings can then be made with this teacher.

5. Using the columns for each teacher and the rows for times, book a time for your meeting. NOTE: Green areas are free slots.
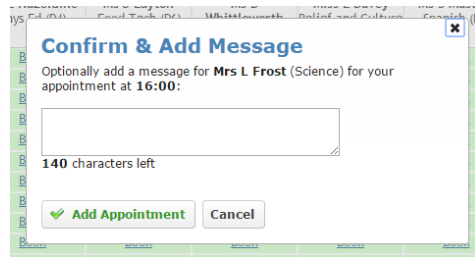
Note: You may include an optional comment about what you wish to discuss at the Parents' Evening.

6. When finished, click at the top of the table to save your appointments. A list of your appointments along with where they will take place will be displayed. This can be printed for your records and a copy will be also be sent to you via email. Please remember to bring a copy of your bookings with you to the Parents' Evening.

NOTE: Logout can be found at the top of the screen. For security please use this option rather than closing the window or tab.