



Parents Booking

Parent Guide

On the Agenda:



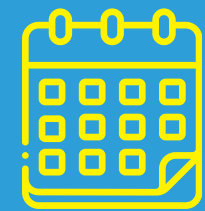
How do I login?



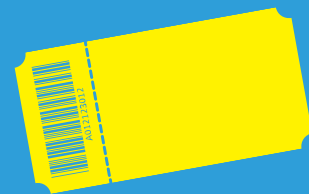
Dashboard



Suggest Bookings for Me



Make/Edit My Own Bookings



Booking an Event/Club



How do I login?



Maple Hill School

Log in using your email address or username

Or log in with

Staff, Student and Parent Accounts

Google Account

Office 365

Email address or username

Password

Show password

Log in

firefly

Maple Hill School

Dashboard

Your Children

Resources

Messages

Bookings

Parent Dashboard

Quick Links

- Useful Information
- Latest News
- Illness Notification
- Absence request form
- Lunch Menu

Messages

Year 5 trip to Chester Zoo

Dear Mr P Parent We are delighted to be taking Year 5 on a trip to CHESTER ZOO! June 14th 2024
Transport has been arranged from the school and will ...
Sent on 15/4/2024 at 10:52 AM

Permission slip

Dear Mr Parent It has come to our attention that Sally's skirt is shorter, or is being worn shorter than the permitted 'knee' length according to the school's uniform policy. ...
Sent on 5/4/2024 at 9:32 AM

Uniform

Dear Mr Parent It has come to our attention that Sally's skirt is shorter, or is being worn shorter than the permitted 'knee' length according to the school's uniform policy.

Browse Profiles

Your Children

- Sally Student
- Zara Student

Your Groups

- Parents
- PTA

EASTER BREAK

Quick reminder, school will finish at the usual time on Friday 22nd March.

All students return on Monday 15th April

1. Login to your school's Firefly account.
2. Click on the 'Booking' button.

The first time you login, you will be asked for permission to use the Firefly login, to login to Parents Booking.



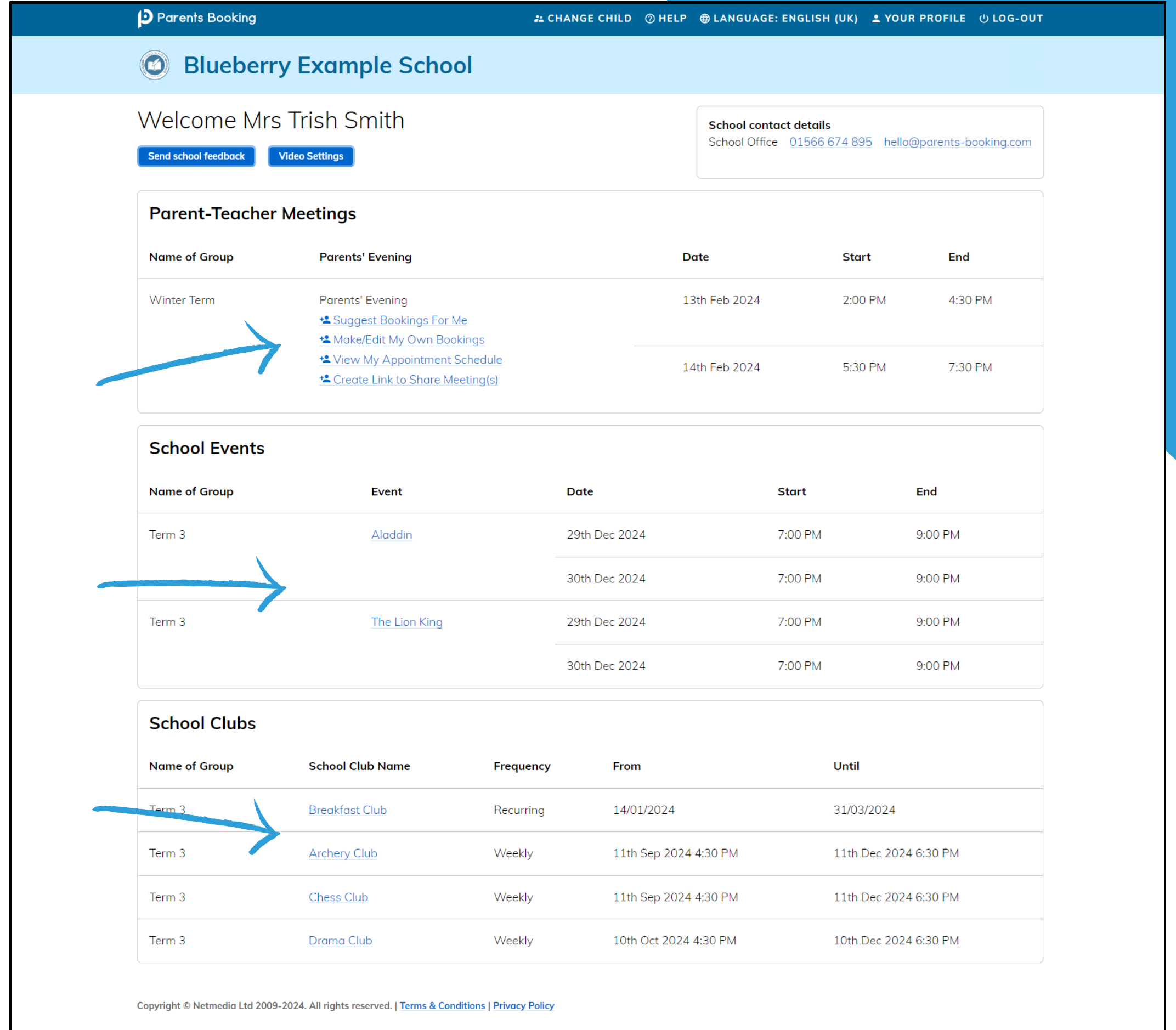
Dashboard

After logging in you will be shown any parents' evenings, events or clubs that are open or forthcoming.

For parents' evenings, you have two choices of how to make appointments, with explanations for both on the following slides:

- Suggest Bookings for Me
- Make/Edit My Own Bookings

You can also make event, club or wraparound bookings by clicking on their names.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Welcome Mrs Trish Smith

Send school feedback Video Settings

School contact details
School Office 01566 674 895 hello@parents-booking.com

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Winter Term	Parents' Evening	13th Feb 2024	2:00 PM	4:30 PM
	Suggest Bookings For Me Make/Edit My Own Bookings View My Appointment Schedule Create Link to Share Meeting(s)	14th Feb 2024	5:30 PM	7:30 PM

School Events

Name of Group	Event	Date	Start	End
Term 3	Aladdin	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM
Term 3	The Lion King	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM

School Clubs

Name of Group	School Club Name	Frequency	From	Until
Term 3	Breakfast Club	Recurring	14/01/2024	31/03/2024
Term 3	Archery Club	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	Chess Club	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	Drama Club	Weekly	10th Oct 2024 4:30 PM	10th Dec 2024 6:30 PM

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Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Return to Dashboard

Suggest bookings for me

Teachers have requested meetings with you.

Tom Smith | Tara Smith

Tom Smith

Select all available teachers

- AVAILABLE: Mr Boyer, senco, 45 slots left at 5 minutes each
- AVAILABLE: Mr Forwood, Science, 30 slots left at 5 minutes each
- AVAILABLE: Miss Hall, Science, 51 slots left at 5 minutes each
- AVAILABLE: Mr Holmes, PE, 53 slots left at 5 minutes each
- AVAILABLE: Miss Jones, English, 53 slots left at 5 minutes each
- AVAILABLE: Mr Mackenzie, English, 51 slots left at 5 minutes each
- AVAILABLE: Miss Neill, Geography, 54 slots left at 5 minutes each
- AVAILABLE: Mrs Ross, Finance, 54 slots left at 5 minutes each
- AVAILABLE: Test Senco, Test Senco, 53 slots left at 5 minutes each
- AVAILABLE: Stephanie Test, Music, 54 slots left at 5 minutes each

When are you able to attend?

Day 1

Tuesday 13 Feb 2024 (In-Person)

Arrive: 2:00 PM | Depart: 4:30 PM

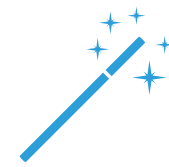
Day 2

Wednesday 14 Feb 2024 (Video Call)

Arrive: 5:30 PM | Depart: 7:30 PM

Allow other parents and carers of this student to join video calls?

Make my bookings for me



Suggest Bookings for Me

The Suggest Bookings for Me option is our wizard, which will ask you:

1. To choose the teachers you want to book (across multiple students, if applicable), and
2. When you are available

The magic of Parents Booking then calculates the most efficient order for your appointments.

Once you have confirmed your appointments, you can send yourself an email or print your schedule, and then you're done!

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Return to Dashboard

Request a Translator | Print | Email | Cancel All Bookings | Add bookings to calendar | Send Feedback

Tasha Smith

- BOOKED: Miss Care, Business Management, 22 Nov 2023, 17:50
- BOOKED: Mr Forwood, Science, 22 Nov 2023, 17:55
- BOOKED: Mr Holmes, PE, 22 Nov 2023, 18:00
- BOOKED: Test 123, test 123, 22 Nov 2023, 18:30

Calum Smith

- BOOKED: Mr Forwood, Science, 22 Nov 2023, 17:30
- BOOKED: Mr Mackenzie, English, 22 Nov 2023, 17:35
- BOOKED: Mr Holmes, PE, 22 Nov 2023, 17:40
- BOOKED: Mrs James, Maths, 22 Nov 2023, 17:45

Parents Booking | CHANGE CHILD

Blueberry Example School

Return to Dashboard

Your booking schedule

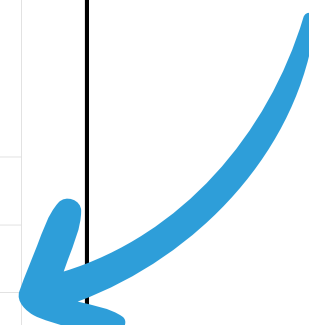
Request a Translator | Print your bookings | Email your bookings | Add bookings to calendar

Parents' Evening

Blueberry Example School
School Office 01566 674 895 | hello@parents-booking.com

Appointments for Mrs Trish Smith

Date	Time	Student Name	Teacher Name	Subject	Room
Tuesday 13th Feb 2024 In-Person	2:00 PM (5 minutes)	Tom Smith	Mr Mackenzie	English	
Tuesday 13th Feb 2024 In-Person	2:05 PM (5 minutes)	Tom Smith	Mr Holmes	PE	
Tuesday 13th Feb 2024 In-Person	2:10 PM (5 minutes)	Tom Smith	Miss Hall	Science	
Tuesday 13th Feb 2024 In-Person	2:15 PM (5 minutes)	Tom Smith	Miss Neill	Geography	
Tuesday 13th Feb 2024 In-Person	2:20 PM (5 minutes)	Tara Smith	Mr Holmes	PE	
Tuesday 13th Feb 2024 In-Person	2:25 PM (5 minutes)	Tara Smith	Miss Jones	English	
Tuesday 13th Feb 2024 In-Person	2:30 PM (5 minutes)	Tara Smith	Miss Neill	Geography	





Make/Edit My Own Bookings

To make appointment times for yourself, or to edit your appointments, use the Make Bookings for Myself on the Dashboard.

To make appointments:

1. Select the correct subject
2. Select the correct teacher (if there are multiple)
3. Click on Book to make the appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have previously made.

When you are finished you can print or e-mail your appointment confirmation from the right panel.

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Create bookings for Tom Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Parents' Evening 13th Feb 2024 (In-Person)

English	2	Finance	✓	Humanities	1	Music	1	PE	✓
Science	2	senco	1	Test	1				

Finance

Time	Duration	Action	Status
2:00 PM	5 mins	Modify	THIS BOOKING
2:05 PM	5 mins	Book	APPOINTMENT
2:10 PM	5 mins	Book	AVAILABLE
2:15 PM	5 mins	Book	AVAILABLE
2:20 PM	5 mins	Book	AVAILABLE
2:25 PM	5 mins	Book	AVAILABLE
2:30 PM	5 mins	Book	AVAILABLE
2:35 PM	5 mins	Book	AVAILABLE
2:40 PM	5 mins	Book	AVAILABLE
2:45 PM	5 mins	Book	AVAILABLE

Your appointments

Mrs Ross
Finance
Tom Smith
2:00 PM 13th Feb 2024

Mr Holmes
PE
Tom Smith
2:05 PM 13th Feb 2024

Booking instructions

Print your bookings

Email your bookings

Request a Translator

Cancel all bookings

Add bookings to calendar

Parents Booking CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Book an event

Aladdin

Description: This is where the description would go.

Venue: School

Available bookings

Start: 29th Dec 2023 19:00
End: 29th Dec 2023 21:00
Tickets Remaining: 167 **AVAILABLE**

Start: 30th Dec 2023 19:00
End: 30th Dec 2023 21:00
Tickets Remaining: 169 **AVAILABLE**

How many tickets are you booking?
There is a maximum of 2 Booking(s) per family

1

Book Event

Existing bookings

Total existing bookings: 1

Aladdin
Mr. Alan Smith (1)
Time: 30th Dec 2023 19:00 - 30th Dec 2023 21:00
Ticket Id: blueberry - 2022 - 7465 - 1

Cancel

Print Bookings **Email Bookings**

Parents Booking CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Breakfast Club

Select the dates you would like to book for **Breakfast Club** (1st Nov 2023 - 31st Dec 2023)

Tickets cost **£1.00** per session, per person. You can cancel bookings you make up to 24 hours in advance.

Description: This breakfast clubs runs each week morning. Simply select the dates you would like to book, then tick the children you want to subscribe on each day.

Club Calendar

November 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 £1.00 Available	2 £1.00 Available	3 £1.00 Available	4	5
6 £1.00 Available	7 £1.00 Booked!	8 £1.00 Booked!	9 £1.00 Available	10 £1.00 Available	11	12
13 £1.00 Available	14 £1.00 Available	15 £1.00 Available	16 £1.00 Available	17 £1.00 Available	18	19
20 £1.00 Available	21 £1.00 Available	22 £1.00 Available	23 £1.00 Available	24 £1.00 Available	25	26
27 £1.00 Available	28 £1.00 Available	29 £1.00 Available	30 £1.00 Available			

Your booking

Select which children you want to book for each date or:

Select / deselect Calum Smith for all dates

Select / deselect Tasha Smith for all dates

Date	Child	Cost	Places Remaining
7th Nov 2023 7:00 AM - 9:00 AM	<input checked="" type="checkbox"/> Calum Smith <input checked="" type="checkbox"/> Tasha Smith	£2.00	13
8th Nov 2023 7:00 AM - 9:00 AM	<input checked="" type="checkbox"/> Calum Smith <input checked="" type="checkbox"/> Tasha Smith	£2.00	13

Total: **£4.00**

Print booking **Email booking** **Update booking**

Events and Clubs

To book an event or club, click on the name of the event or club that date that you want to book tickets/places for on your Dashboard.

Within the event or club, you will be asked to pick the date, and then how many tickets (or which students) you want to book.

If the event requires an online payment, a "Book and Pay" button will be shown rather than a "Book" button. You will be taken to the school's preferred payment provider and asked to pay before being brought back to Parents Booking to receive your ticket/confirmation.

If your school asks you to pay using ParentPay, please make sure you press the big yellow 'Complete order and return to shop' button, otherwise your tickets will not be shown.