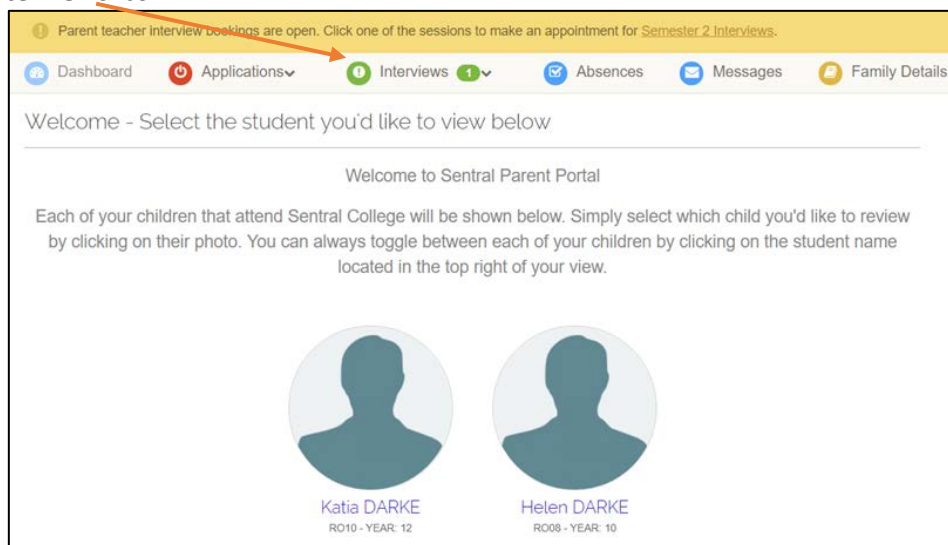
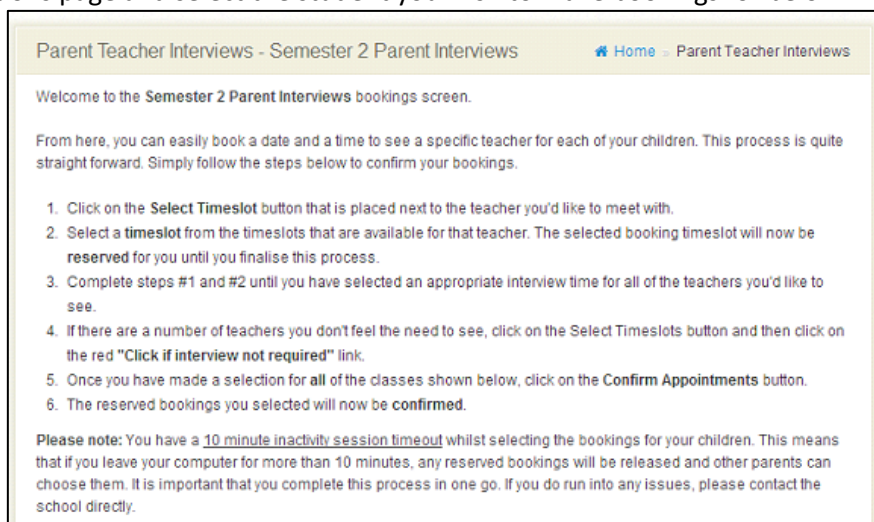


# Booking a Parent Teacher interview through the CGHS Parent Portal

Click on **Interviews** icon.

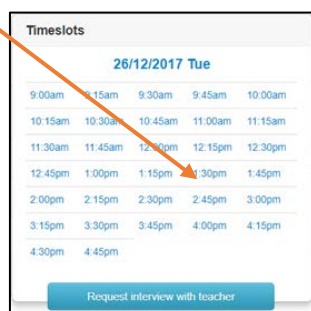


Read instructions page and select the student you wish to make bookings for below



Pick **Select Timeslot** next to each teacher/subject. Once a time is confirmed **Select Timeslot** will be replaced with the time selected

Rogan	12ZRO10	Miss Bosch	Select Timeslot
Business Studies 2 Unit	12BS1	Mrs Hugh	Select Timeslot
Chemistry 2 Unit	12CH2	Mrs Tildesley	Select Timeslot



When all timeslots have been finalised, select **Confirm Appointments**. You will then be able to print out the confirmation and summary of appointments

