



Parents' Guide for Booking Appointments

Browse to <https://abbeyprimaryschool.parentseveningsystem.co.uk/>

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: First Name: Surname:

Email Address: Confirm Email Address:

Child's Details

First Name: Surname: DoB dd/mm/yyyy:

Step 1: Login

Please fill out all the details on the page. A confirmation of the appointments you have made will be emailed to you.

Please use your child's legal forename that matches our records, surname and date of birth – for instance 26/11/2005

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Continue

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

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

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teacher will appear. Ensure the teacher you wish to see is selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Dr J Lebon Class 8E L7 No Appointment	
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished booking your appointment(s), click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!
 Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out for your own reference.

If you wish to send the school feedback about this system, click on "Send Feedback".

The screenshot shows a web interface for managing appointments. At the top, there are tabs for 'Home' and 'Appointments'. Below the tabs, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main content area is titled 'Your Appointments' and displays a table of appointments. The table has two columns: 'Time' and 'Teacher/Subject'. The appointments are as follows:

Time	Teacher/Subject
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

On the right side of the table, there is a 'Parents' Evening' section with a description: 'This parents' evening is the school via the main for the Main Hall where Parking is available in the'. Below this, there is a 'Date: 24/01/2013' and a 'Print Appointments' button. At the bottom right of the table, there is an 'Add/Edit/Delete' link with a pencil icon.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab.

You can change your appointments 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.