

Parents' Guide for Booking Appointments

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

(screenshot if using date of birth)

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: Mr [dropdown] First Name: John Surname: Smith
Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah Surname: Smith DoB dd/mm/yyyy: 26/11/2005

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations). The system is case sensitive.

Date of birth – eg: 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.

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 Leacock - Class 9A

Claire
 Mr J Smith - Class H

James
 Mrs E Paton - Class G

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

Click on the Continue button to proceed.

No Appointment

16:00 Book
16:05 Book
16:10 Book

Confirm & Add Message

Optionally add a message for **Dr J Lebon (Class 8E)** for your appointment at **16:10**:

I would like to discuss how Sarah can improve on her recent test results.

67 characters left

17:10 Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, 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 to save your changes.

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 and bring with you to the parents' evening. **To send the school feedback about this system, click on "Send Feedback".**

Home Appointments

Print Appointments

Select Evening: Parents' Evening 24/01/2013

Your Appointments

16:00
16:05
16:10
16:15
16:20 Mr A Pinkney - Geography (10)
16:25
16:30 Mr J Atkinson - English (15)
16:35
16:40 Mr A Gray - French (12)
16:45 Mr K Jacobs - History (16)
16:50
16:55 Mrs L Vernon - Mathematics (14)
17:00
17:05
17:10
17:15
17:20
17:25

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Date: 24/01/2013

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

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.