

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
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbot4@gmail.com	rabbot4@gmail.com	

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

Log In

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March Open for bookings	>
Friday, 17th March Open for bookings	>
I'm unable to attend	

Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Andrew

<input checked="" type="checkbox"/> Miss B Patel Class 10E

Continue to Book Appointments

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R McNamara	Andrew	French	L4

Accept Appointments **Cancel Appointments**

Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
Ben	Andrew	Ben
16:30		
16:40		
16:50	+	+
17:00		+

Year 11 Subject Evening
Complementary Maths (100-104)

Thursday, 10th April

The parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
15:00 Mr J Brown	Ben	SENCO	A2
15:10 Mr J Brown	Ben	English	E6
15:15 Mr J Brown	Andrew	English	E6
15:20 Mr J Brown	Ben	History	ME
15:25 Miss F Burton	Andrew	Mathematics	M2
15:30 Miss F Burton	Andrew	Science	ME

Print **Amend Bookings**

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's known as name, as entered on the school annual data check.

If you are having difficulty verifying your own or your child's details please contact the school office will be able to verify your details on 570 – 7120.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Either 7th or 8th February.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

