

Parents' Guide for Booking Appointments

Browse to <https://standrewsce.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 your appointments will be emailed to you.

Please enter your child's and your own name to match our records (e.g. no abbreviations). If your name is not recognised, this might be due to the wrong title (Ms/Miss/Mrs) recorded, please select another title. If your name is still not recognised, this might be due to your name being held in a different format or a typing error on system, in this case please contact the school office for your record to be amended.

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. (You might need to scroll down the page, as After School/Breakfast Clubs and Parents' Evenings are listed by date.)

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 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.

Dr J Lebon Class 8E L7 No Appointment	
16:00	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>
16:15	<input type="button" value="Busy"/>
16:20	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>
16:30	<input type="button" value="Busy"/>
16:35	<input type="button" value="Book"/>
16:40	<input type="button" value="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 booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

No Appointment	
16:00	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>

Confirm & Add Message

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

67 characters left

17:10	<input type="button" value="Book"/>
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Booking An Appointment With the SENCo

Appointments are pre-booked by the SENCo for those parents she wishes to see. All other parents who would like an appointment please book by following these steps:

On the Choose Teachers screen (see Step 3), click on "Add a new teacher". From the drop-down menu ("Select Department") select SENCo. Click "Add teacher". Click "Continue to book appointments".

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 and bring with you to the parents' evening.

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 Plokovy - Geography (HS)
16:25	
16:30	Mr J Atkinson - English (ES)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (HS)
16:55	
17:00	Mrs L Vernon - Mathematics (HS)
17:05	
17:10	
17:15	
17:20	
17:25	

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Step 6: Viewing/Editing/Printing Appointments

There is a link at the bottom of the confirmation email which logs you back into the system.

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

You can change your appointments by clicking on "Add/Edit/Delete Appointments".