

Parents' Guide for Booking Parents' Evening Appointments

Browse to <https://bedfordschool.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 use your child's "preferred" forename that matches our records (no abbreviations) and Date of birth (e.g. 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 for which you want to make appointments.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them.

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 3: Choose Teachers

Your son'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.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
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="Book"/>				
16:20	<input type="button" value="Book"/>				
16:25	<input type="button" value="Book"/>				
16:30	<input type="button" value="Book"/>				
16:35	<input type="button" value="Book"/>				
16:40	<input type="button" value="Book"/>				
16:45	<input type="button" value="Book"/>				
16:50	<input type="button" value="Book"/>				
16:55	<input type="button" value="Book"/>				
17:00	<input type="button" value="Book"/>				

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

65 characters left

Step 4: Make Appointments

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

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".

The screenshot shows a web interface for managing appointments. On the left, there are navigation tabs for 'Home' and 'Appointments', with 'Appointments' selected. Below the tabs, there are options to 'Print Appointments' and 'Select Evening' (currently set to 'Parents' Evening' for '24/01/2013'). The main area, titled 'Your Appointments', displays a vertical list of time slots from 16:00 to 17:25. Some slots are highlighted in red and contain text: 'Mr A Pinkney - Geography (H5)' at 16:20, 'Mr J Atkinson - English (E5)' at 16:30, 'Mr A Gray - French (L2)' at 16:40, 'Mr K Jacobs - History (H6)' at 16:50, and 'Mrs L Vernon - Mathematics (M4)' at 17:00. To the right of the list, there is a 'Parents' Evening' section with a date of '24/01/2013' and a link to 'Add/Edit/Delete'.

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.