

St John's CE VC Primary

Parents' Guide for Booking Appointments

Browse to <https://stjohnsp.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.

Your details will need to match the contact details for the parent who is recorded as the primary contact on school records, if you can't log in first time it's possibly because another parent is the primary contact. It may also be because the details don't exactly match school records so may be worth trying a full name instead of a preferred name or a different title (e.g. Ms instead of Mrs)

Please use your child's "preferred" forename that matches our records (again it may be worth trying their full name if you can't log in first time) and date of birth needs to be in the following format – 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 Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teachers will appear.

- For EYFS and Key stage 1 children book one 10 minute appointment with you class teacher.
- For Key stage 2 children whose class teacher is also their maths teacher please book two 5 minute appointments with that teacher.
- For Key stage 2 children who have a different class and maths teacher please book one 5 minute appointment with each teacher.
- Key stage 2 children how receive small group tutoring can also book an appointment with that tutor.

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.

Click on the Continue button to proceed.

Step 4: Book Appointments

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

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 5: Finished

You will receive an email confirmation of your 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](#)

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.

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 (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	

[Add/Edit/Delete](#)

Parents' Evening
This parents' evening is the school via the main for the Main Hall where Parking is available in the

Date: 24/01/2013 T