



Parents' Guide for Booking Appointments

Browse to <https://thomasbecketcatholic.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 and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

Parents' Evening

My 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: 24/11/2015 Time: 16:00 - 18:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Best teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the . To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Ashmore - English
<input checked="" type="checkbox"/>	Mr J Chalquhai - French
<input checked="" type="checkbox"/>	Mr J Hughes - Art/Materials
<input checked="" type="checkbox"/>	Mr E Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class RA
<input checked="" type="checkbox"/>	Dr R Macnamara - French
<input checked="" type="checkbox"/>	Dr R Macnamara - German
<input type="checkbox"/>	Dr S Marsden - Science
<input checked="" type="checkbox"/>	Mrs D Marshall - Mathematics
<input checked="" type="checkbox"/>	Mr V Smith - PSC
<input checked="" type="checkbox"/>	Mrs J Young - Physical Ed

Step 3: Choose Teachers

Your children'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.

Click on the Continue button to proceed.

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 ap

Ben

Mr M Lubbock - Class RA

Claire

Mr T Smith - Class H

James

Mrs C Paton - Class G



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.

(screenshot if parents see one teacher – primary school)



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".**



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.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.