

Parents' Guide for Booking Appointments

Browse to <https://barnwell.parentseveningsystem.co.uk>

As you are aware, the Year 11 Parents' Evening takes place on Thursday, 06 February 2014 between 4.00pm and 7.00pm. After a successful trial we have decided to continue with our new online Parents' Evening booking system. The system is open for use and will close on Tuesday, 04 February.

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: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005


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 and surname that matches our records (no abbreviations).

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.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English | Mr J Atkinson
 French | Mr A Gray
 Geography | Mr A Pinkney
 History | Mr K Jacobs
 Mathematics | Mrs L Vernon
 Physical Ed | Mrs E Platon
 Science | Ms J Estaphan

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Finished Adding Appointments?
You've still got 2 appointments to make. However if you're finished, please [click here](#) to save.

	Mr J Atkinson English E5	Mr A Gray French LZ	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

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.

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](#) | [Book Appointments for Another Child](#) | [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

The screenshot shows a web application interface for viewing appointments. At the top, there are two tabs: 'Home' and 'Appointments'. Below the 'Appointments' tab, there is a sidebar on the left with a 'Print Appointments' icon and a 'Select Evening' dropdown menu. The main content area is titled 'Your Appointments' and displays a list of appointment times from 16:00 to 17:25. Some slots are highlighted in red and contain text such as 'Mr A Pinkney - Geography (H5)', 'Mr J Abbinson - English (E5)', 'Mr A Gray - French (L2)', 'Mr K Jacobs - History (H6)', and 'Mrs L Vernon - Mathematics (M4)'. To the right of the appointment list, there is a section titled 'Parents' Evening' with a blue header. Below this header, there is a paragraph of text: 'This parents' evening is the school via the main for the Main Hall where Parking is available in th'. Below the text, there is a date: 'Date: 24/01/2013'. At the bottom right of the appointment list, there is a blue link that says 'Add/Edit/Delete' with a pencil icon.

Viewing/Editing/Printing Appointments

Click the “Appointments” tab to view and print your appointments.

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.