

Parents' Guide for Booking Appointments

Browse to <https://padnellinfantschool.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 Registration Class

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).

Registration class – eg: Butterflies

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

Ben's 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

Mr J Atkinson - English

Step 3: Choose Teachers

Select the teachers you wish to see by pressing the "Add a new teacher" button and in the popup, first choose the class eg: Butterflies and then select the teacher from the drop down box. Repeat for all the teachers you wish to see.

If you have another child to book into this parents' evening, press the "Add another child" button and enter their details. Then repeat this step to add teachers for the newly added child.

Click on the Continue button to proceed.

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

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

Time	Teacher	Action
16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pinkney - Geography (H5)	<input type="button" value="Add/Edit/Delete"/>
16:25		
16:30	Mr J Atkinson - English (E5)	<input type="button" value="Add/Edit/Delete"/>
16:35		
16:40	Mr A Gray - French (L2)	<input type="button" value="Add/Edit/Delete"/>
16:45		
16:50	Mr K Jacobs - History (H6)	<input type="button" value="Add/Edit/Delete"/>
16:55		
17:00	Mrs L Vernon - Mathematics (M4)	<input type="button" value="Add/Edit/Delete"/>
17:05		
17:10		
17:15		
17:20		
17:25		

[Parents' Evening](#)
This parents' evening is for the school via the main for the Main Hall where Parking is available in the
Date: 24/01/2013

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.