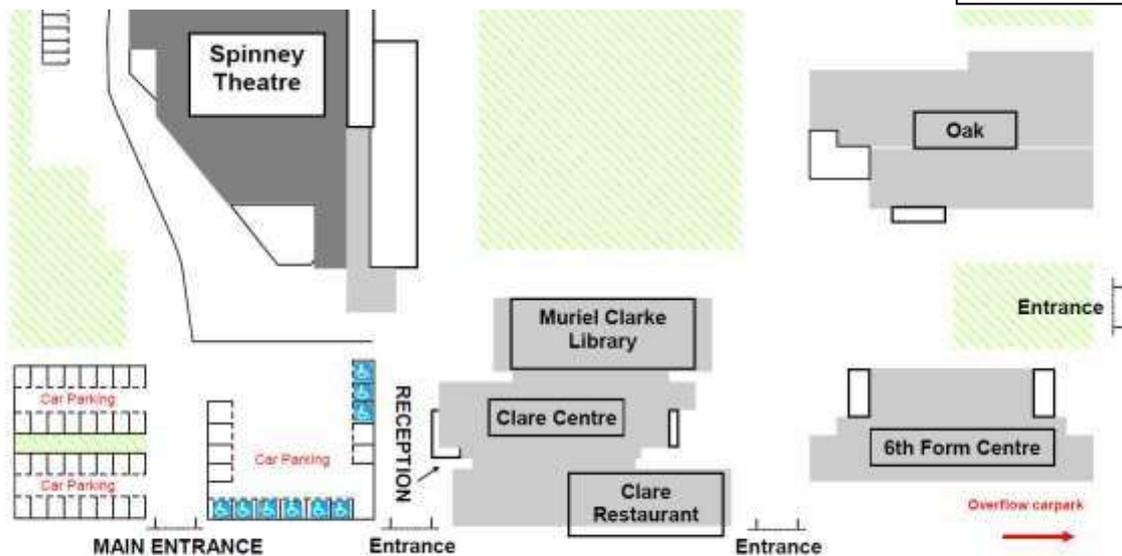


A guide to booking your parents evening appointments.

Please scroll down for instructions on how to make an appointment.



Subject Areas

For years 7-11

Clare Centre – library and restaurant

Computer Science
CPE
English
Ethics and Philosophy
Film Studies
Geography
History
Maths
MFL
Science

6th Form Centre

Art
Dance
Design Technology
Drama
Music
PE/BTEC Sport
Sociology

All subjects for Year 12 & Year 13 will be in the Clare Centre

This is a guide only and is subject to change.

Parents' Guide for Booking Appointments



Browse to <https://ns4g.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
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 * July * 2000 *

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- Automatic
Automatically book the best possible times based on your availability
- Manual
Choose the time you would like to see each teacher

Next

Choose Teachers

If you don't want to see any teacher below, deselect them before clicking the button to continue.

Ben

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs D Mumford Mathematics	<input checked="" type="checkbox"/> Mr J Sinclair English	<input checked="" type="checkbox"/> Mrs A Wheeler Class 71A
---	--	--	--

Andrew

<input checked="" type="checkbox"/> Mrs F Burton Mathematics	<input checked="" type="checkbox"/> Dr B Mcnamara French	<input checked="" type="checkbox"/> Mr J Sinclair English
---	---	--

Continue to Book Appointments

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

01:20 Please confirm your appointments within 2 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Smeat	Ben	English	E0
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Michamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben ⊙	Andrew ⊙	Ben ⊙
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Green Abbey School

My 11 Subject Evening

Thursday, 12th April

This parents evening is for year 11. Please refer the school as the year classes and follow the signs for the Year 11 when the evening begins. Booking is available in the next school day.

	Teacher	Student	Subject	Room
15:30	Mr. Smeat	Ben	English	E0
15:40	Mr. Smeat	Ben	English	E0
15:45	Mr. Smeat	Andrew	English	E0
15:50	Mrs D Mumford	Ben	Mathematics	M2
16:00	Mrs D Mumford	Andrew	Mathematics	M2
16:05	Mrs D Mumford	Ben	Mathematics	M2

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.