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Headteacher: Mrs Pat André-Watson BEd, NPQH



10 March 2017

Dear Parents, Carers,

### **Spring Term Parents' Evening - Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on Thursday 23<sup>rd</sup> March, 2017, between 3.50pm and 8.20pm. This is an important evening and provides you with an opportunity to discuss with the teacher your child's progress, targets for this term and have a look at their work.

The school has introduced a new simple and easy to use online appointment booking system which allows you to choose your own appointment times with teachers. All appointments will be for a duration of 8 minutes. Once you have chosen and booked your appointments, you will receive an email confirming your time slots. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Monday 13<sup>th</sup> March at 7.30am and will close at midnight on Tuesday 21<sup>st</sup> March, 2017. Should you wish to make any changes after this date please contact the school office.

Please visit <https://franciscan.parentseveningsystem.co.uk> to book your appointments.

(A short guide on how to add appointments is shown overleaf). Please login with your details and your child's details. Please note that there is no requirement to include your email address.

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

Yours sincerely,

Mrs Pat Andre-Watson  
Head teacher



# Parents' Guide for Booking Appointments

Browse to <https://franciscan.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: 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 the details on the page.

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

Date of birth – eg: 26/11/2005

**There is NO requirement to include your email address. The system already holds these details and will automatically send you confirmation of your appointment.**

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. 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.

Dr J Lebon Class 8E L7	
No Appointment	
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	Busy
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	Busy
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

## 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 to save your changes.

**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.

**To send the school feedback about this system, click on "Send Feedback".**

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	Mr J Adkinson - English (E5)
16:30	Mr A Gray - French (L2)
16:35	
16:40	Mr K Jacobs - History (H6)
16:45	
16:50	Mrs L Vernon - Mathematics (M4)
16:55	
17:00	
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab.

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.

