



# Parents' Guide for Booking Appointments for Year 1 to Year 6 teacher/parent meetings.

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

Dear Parents/carers, we would like to invite you to meet with your child's teacher at parent's evenings held on Tuesday 17<sup>th</sup> and Thursday 19<sup>th</sup> October. To make an appointment please follow the step by step instructions detailed here.

The booking system opens on Friday 6<sup>th</sup> October at 09.00 hours and closes on Monday 16<sup>th</sup> October at 12 noon.

**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: rabbot4@gmail.com      Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

[Log In](#)

Put the link above into a browser laptop, ipad or mobile phone.

## Step 1: Login

Fill out the details on the page then click the *Log In* button. Your full name and email address that we hold on sims for you.

A confirmation of your appointments will be sent to the email address you provide.

Please use your child's forename and surname and their date of birth as held on sims for your child.

**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. This is an example in the screen shot. The dates you will be presented with are: 17<sup>th</sup> October and 19<sup>th</sup> October 2017 for Year 1 to 6 teachers.

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

## 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.

### Choose Teachers

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

Ben

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Andrew

Miss B Patel  
Class 10E

[Continue to Book Appointments](#)

## 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.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

### 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 Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	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.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input type="checkbox"/>		<input type="checkbox"/>
17:00	<input type="checkbox"/>		<input type="checkbox"/>

## 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
✕

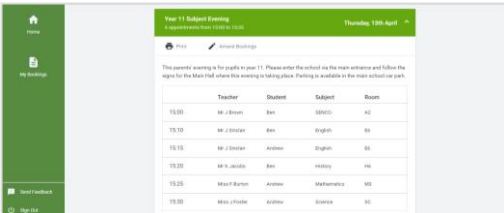
Confirm appointment with Mrs D Mumford at 15:10.

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.



## 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*, you will not be asked for this print out by the school it is just for you as a reminder.

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

If you have any issues with logging into the system please get in touch with Mrs Bletchly at [zbur3251@bloxham-pri.oxon.sch.uk](mailto:zbur3251@bloxham-pri.oxon.sch.uk) or by phone 01295 720224. Mrs Bletchly will be available to help you in school from 9.15 until 9.45 on Friday 6<sup>th</sup> October if you do not have access to a mobile phone, laptop or ipad and will help you book a meeting.

Thank you.