

Parents' Guide for Booking Appointments Online



Browse to www.westbourneacademy.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
Mr	John	Smith

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

Child's Details

First Name	Surname	Registration Class
Sarah	Smith	7D3

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.

You must enter the following fields:

- Parents surname
- Parents email address
- Your child's first name
- Your child's surname
- Your child's form group (e.g. 7D)

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

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	<input checked="" type="checkbox"/> Continue
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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 Paton
✗ 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 to "Book Appointments" button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

Step 4: Make 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 "Add appointment" button.

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

You will now be automatically sent an email confirming your appointments.

You now have an opportunity to view/print the appointments or to send feedback to the school if you wish.

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

Home **Appointments**

[Print Appointments](#)

Select Evening

Parents' Evening
24/01/2013

Parents' Evening

This parents' evening is the school via the main for the Main Hall where Parking is available in th

Date: 24/01/2013 T

[Add/Edit/Delete](#)

Your Appointments	
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	Mr J Atkinson - English (E5)
16:30	Mr A Gray - French (L2)
16:35	Mr K Jacobs - History (H6)
16:40	Mrs L Vernon - Mathematics (M4)
16:45	
16:50	
16:55	
17:00	
17:05	
17:10	
17:15	
17:20	
17:25	

Viewing/Editing/Printing Appointments

Click the "Appointments" tab at any time to view and print your appointments. Please bring a print out of your appointment times to the parents' evening if possible.

You can change your appointments by clicking on "Edit Your Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.