



## Parents' Guide for Booking Appointments for Progress Evening

Browse to <https://alleynesstone.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: rabbot4@gmail.com      Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

**Log In**

### Step 1: Login

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

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

**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 of the evening you wish to make appointments for.

If you are unable to attend, please click *I'm unable to attend*.

**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 D Mumford (Mathematics)
- Mr J Sinclair (English)
- Mrs A Wheeler (Class 11A)

**Andrew**

- Miss F Burton (Mathematics)
- Dr R McNamara (French)
- Mr J Sinclair (English)

**Continue to Book Appointments**

### Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected and shown with a green tick. Click on the teacher's name to de-select them.

Click on the *Continue to Book Appointments* button to proceed.

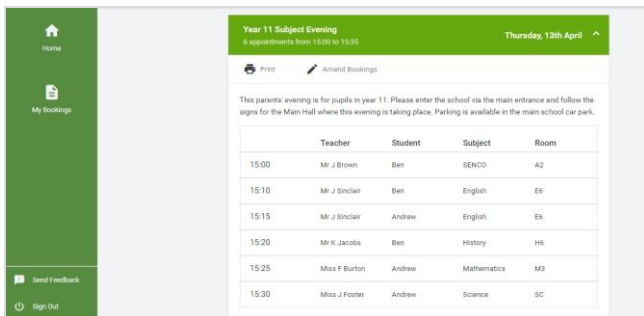
	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 4: Book Appointments

Click any of the green cells to make your appointment with the teacher for the time you wish. Blue cells show 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 alternative time.

After you have finished booking all your appointments, at the top of the page in the alert box, *press click here* to finish the booking process.



Year 11 Subject Evening					
9 appointments from 15:00 to 15:35					
Thursday, 19th April					
Print					
Amend Bookings					
This parents evening is for pupils in year 11. 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.					
	Teacher	Student	Subject	Room	
15:00	Mr J Brown	Ben	SENCO	A2	
15:10	Mr J Sinclair	Ben	English	E5	
15:15	Mr J Sinclair	Andrew	English	E5	
15:20	Mr R Jacobs	Ben	History	H6	
15:25	Miss F Burton	Andrew	Mathematics	M3	
15:30	Miss J Foster	Andrew	Science	SC	

## Step 5: Finished

You will now be on the *My Bookings* page where you will see all of your bookings. An email confirmation of your appointments has been sent. You can also print appointments from this page by pressing *Print*.

Please print this out and bring with you to the parents' evening.

To change appointments, click on *Amend Bookings*.