

# Parents' Guide for Booking Appointments

Browse to <https://theholtschool.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

Email Address  Confirm Email Address

### Child's Details

First Name  Surname  DoB dd/mm/yyyy

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you once you have finished making your appointments.

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

Date of birth – eg: 26/11/2005

## 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.



Continue

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.

## 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

French

Geography

History

Mathematics

Physical Ed

Science

## 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 button to proceed.

## Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

|       | Mr J Atkinson<br>English<br>E5 | Mr A Gray<br>French<br>L2 | Mr A Pinkney<br>Geography<br>H5 | Mr K Jacobs<br>History<br>H6 |
|-------|--------------------------------|---------------------------|---------------------------------|------------------------------|
|       | No Appointment                 | No Appointment            | No Appointment                  | No Appointment               |
| 16:00 | <a href="#">Book</a>           | <a href="#">Book</a>      | <a href="#">Book</a>            | <a href="#">Book</a>         |
| 16:05 | <a href="#">Book</a>           | <a href="#">Book</a>      | <a href="#">Book</a>            | <a href="#">Book</a>         |
| 16:10 | <a href="#">Book</a>           | <a href="#">Book</a>      | <a href="#">Book</a>            | <a href="#">Book</a>         |
| 16:15 | <a href="#">Book</a>           | <a href="#">Book</a>      | <a href="#">Book</a>            | <a href="#">Book</a>         |
| 16:20 | Busy                           | <a href="#">Book</a>      | <a href="#">Book</a>            | <a href="#">Book</a>         |
| 16:25 | <a href="#">Book</a>           | <a href="#">Book</a>      | <a href="#">Book</a>            | <a href="#">Book</a>         |
| 16:30 | <a href="#">Book</a>           | Busy                      | <a href="#">Book</a>            | <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, look at the top of the page and **click on "click here" 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

### What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

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

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

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](#)

## Viewing/Editing/Printing Appointments

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

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.