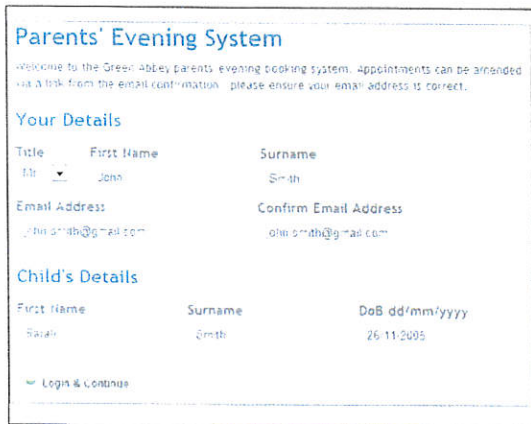
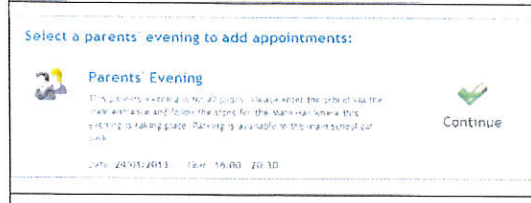
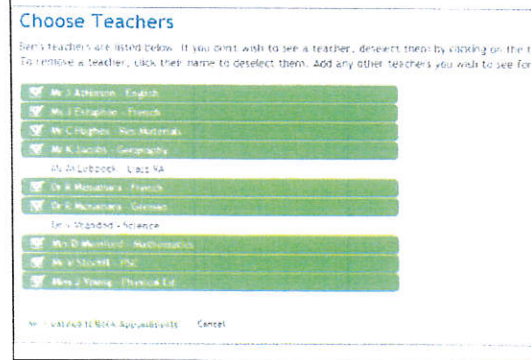
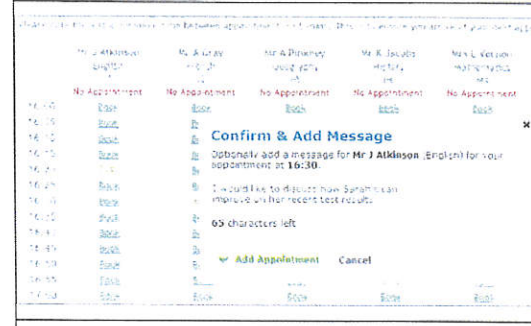
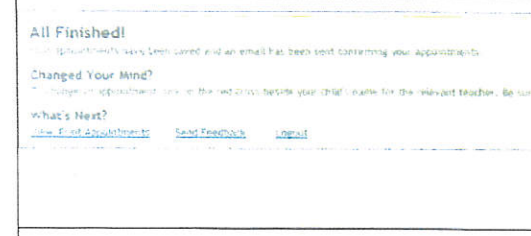
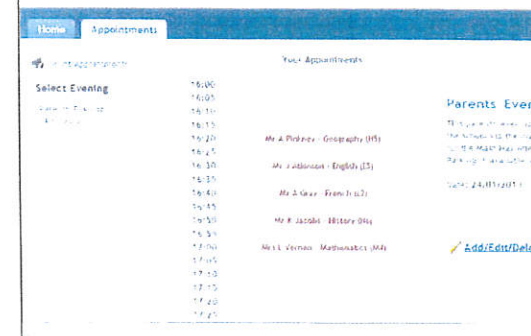


Parents' Guide for Booking Appointments

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

 <p>Parents' Evening System</p> <p>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.</p> <p>Your Details</p> <p>Title: Mr, First Name: John, Surname: Smith, Email Address: john.smith@gmail.com, Confirm Email Address: john.smith@gmail.com</p> <p>Child's Details</p> <p>First Name: Sarah, Surname: Smith, DoB: 26/11/2005</p> <p>Login & Continue</p>	<p>Step 1: Login</p> <p>Please fill out all the details on the page. These must match the records we hold for you in order to successfully login to the system.</p> <p>A confirmation of your appointments will be emailed to you, and we may use the phone number to contact you.</p> <p>Please use your child's "preferred" forename that matches our records (no abbreviations). Please type your daughter's date of birth in the format dd/mm/yyyy, e.g. 06/11/2005.</p>																																																																																																
 <p>Select a parents' evening to add appointments:</p> <p>Parents' Evening</p> <p>Continue</p> <p>Date: 24/03/2015 Time: 16:00 - 19:30</p>	<p>Step 2: Select Parents' Evening</p> <p>Click the green tick to select the parents' evening you want to make appointments for.</p>																																																																																																
 <p>Choose Teachers</p> <p>Sam's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for.</p> <ul style="list-style-type: none"> Mr J Atkinson - English Mr J Atkinson - French Mr C Hughes - Non-Examinable Mr K Jacobs - Geography Mr A Lubbock - Latin MA Dr R Mouton - French Dr R Mouton - German Dr R Mouton - Science Mr D Mouton - Mathematics Mr A Storr - PE Miss J Young - Physical Ed <p>Continue to Book Appointments Cancel</p>	<p>Step 3: Choose Teachers</p> <p>Your daughter'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.</p> <p>Click on the Continue button to proceed.</p>																																																																																																
 <p>Click on the tick to select a teacher. Tick between appointments if you wish. If you do not wish to see a teacher, click on the tick to deselect a teacher.</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Mr J Atkinson - English</th> <th>Mr A Lubbock - Latin MA</th> <th>Mr A Pridmore - Geography (HS)</th> <th>Mr K Jacobs - Geography</th> <th>Mr L Mouton - Mathematics</th> </tr> </thead> <tbody> <tr> <td>16:00</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> </tr> <tr> <td>16:15</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:30</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:45</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>17:00</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>17:15</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>17:30</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>17:45</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>18:00</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>18:15</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>18:30</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>18:45</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>19:00</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>19:15</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>19:30</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> </tbody> </table> <p>Confirm & Add Message</p> <p>Optionally add a message for Mr J Atkinson - English for your appointment at 16:30:</p> <p>I would like to request that Sam has an interview with her recent test results.</p> <p>69 characters left</p> <p>Add Appointment Cancel</p>	Time	Mr J Atkinson - English	Mr A Lubbock - Latin MA	Mr A Pridmore - Geography (HS)	Mr K Jacobs - Geography	Mr L Mouton - Mathematics	16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	16:15	Book	Book	Book	Book	Book	16:30	Book	Book	Book	Book	Book	16:45	Book	Book	Book	Book	Book	17:00	Book	Book	Book	Book	Book	17:15	Book	Book	Book	Book	Book	17:30	Book	Book	Book	Book	Book	17:45	Book	Book	Book	Book	Book	18:00	Book	Book	Book	Book	Book	18:15	Book	Book	Book	Book	Book	18:30	Book	Book	Book	Book	Book	18:45	Book	Book	Book	Book	Book	19:00	Book	Book	Book	Book	Book	19:15	Book	Book	Book	Book	Book	19:30	Book	Book	Book	Book	Book	<p>Step 4: Book Appointments</p> <p>Click 'Book' to make your appointment with the teacher for the time you wish. You may also wish to enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.</p> <p>After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.</p>
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18:15	Book	Book	Book	Book	Book																																																																																												
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 <p>All Finished!</p> <p>Your appointments have been booked and an email has been sent containing your appointments.</p> <p>Changed Your Mind?</p> <p>Change an appointment only in the red cross beside your child's name for the relevant teacher. Be sure to click on the 'Send Feedback' link.</p> <p>What's Next?</p> <p>Send Feedback Logout</p>	<p>Step 5: Finished</p> <p>You will receive an email confirmation of your appointments. A printout of your appointments and an information pack will be available for you to collect on the evening.</p> <p>To send the school feedback about this system, click on "Send Feedback".</p>																																																																																																
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