

# Parents' Guide for Booking Appointments

Browse to <https://sydenhamschool.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: Mr | First Name: John | Surname: Smith

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

#### Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

## Step 1: Login

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.

A confirmation of your appointments will be emailed to you, and we may use the phone number to contact you.

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.

### 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

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

### Choose Teachers

Ben'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

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mmandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

## Step 3: Choose Teachers

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.

Click on the Continue 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**:

65 characters left

## Step 4: Book Appointments

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.

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.

### 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](#) | [Logout](#)

## Step 5: Finished

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.

To send the school feedback about this system, click on "Send Feedback".

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

[Add/Edit/Delete](#)

## Viewing/Editing/Printing Appointments

You can view your appointments online by clicking the "Appointments" tab.

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. You can add and edit bookings until the end of the day on the day before the Parents Evening, after which no further bookings are possible.