

Parents' Guide for Booking Appointments

Browse to <https://parrenthorn.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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

Step 1: Login

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

Please use your child's legal forename and surname.

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 you wish to book.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose manual to book preferred times with each teacher. Then press *Next*.

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 Barton (Mathematics)
- Dr R McNamara (French)
- Mr J Sinclair (English)

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENGO (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 5: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify 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 alternate time.

Year 11 Subject Evening					Thursday, 12th April
Appointment from 15:00 to 15:00					
	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 blue hall where this evening is being held. Parking is available in the main school car park.					
Teacher	Student	Subject	Room		
15:00	Mr J Brown	Ben	SENGO	A2	
15:10	Mr J Wheeler	Ben	English	E5	
15:15	Mr J Wheeler	Andrew	English	E5	
15:20	Mr K Jacobs	Ben	History	M5	
15:25	Miss F Burton	Andrew	Mathematics	M3	
15:30	Miss J Foster	Andrew	Science	GC	

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.