

Parents' Guide for Booking Appointments

Browse to www.wyvern.hants.sch.uk/parentsevening

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. 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).

Date of birth – please use DD/MM/YYYY eg: 26/11/2005

You will need to know your child's tutor group eg. 7W3

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 your parents' evening.

Home | Appointments

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes.

- Applied Ethics and Philosophy | Mrs J Firth
- Eng Lit | Mrs S Cootes
- English La | Mr S Lines
- Maths | Dr A Fry
- Maths | Mrs P Trezise
- Modern His | Mr T Langdon
- Multi Media | Mr J Meechan
- Music | Mr B Postlethwaite
- Music | Mrs A Hallett
- Music Tech | Mr B Postlethwaite
- Music Tech | Mrs A Hallett
- P E | Mr N Cleaver
- Pers Dev | Ms C Hensby
- Science | Miss V Oakley
- Science | Mrs C Lyver

Step 3: Choose Teachers

The system will display your child's teachers.

You can click the red cross next to those teachers you do not wish to see.

Click on the Continue to Book Appointments 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 English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

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, 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](#) [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	Your Appointments
Select Evening	16:00
Parents' Evening	16:05
24/01/2013	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

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.