

Parents Evening System

What are we looking to do?

- Run a trial of an online appointment booking system for the following parents' evenings:-
 - Year 11 Parents' Evening on Wednesday 9 March
 - Year 9 Parents' Evening on Thursday 17 March

Benefits

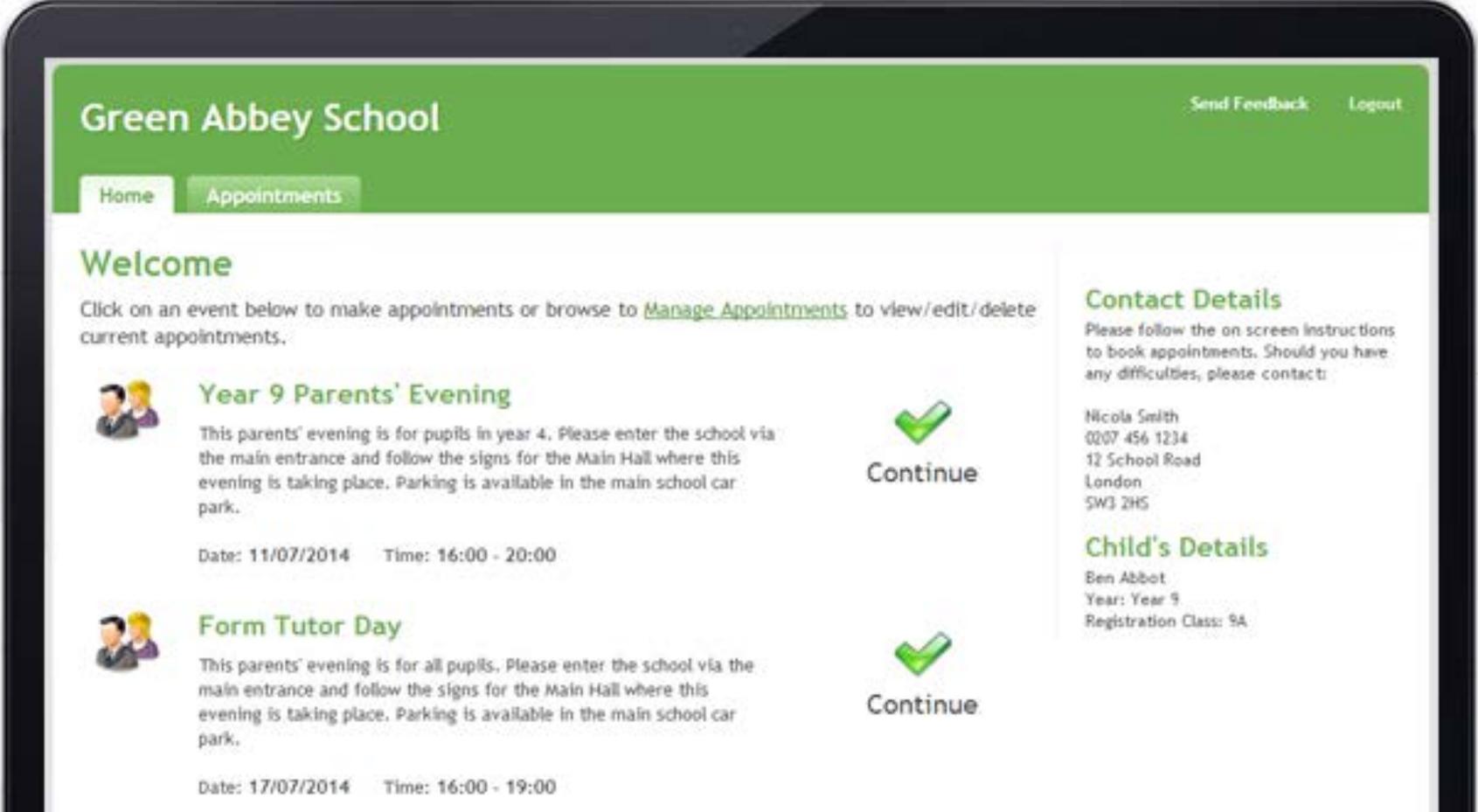
For parents

- Book parents' evening appointments online (any internet connected device) – no lost appointment slips, or letters left at the bottom of a school bag
- Convenience - Parents plan their own schedule and book back to back appointments if available
- You can see which teachers are available, when and where
- Works with multiple children
- Easy, intuitive navigation of the system

Parent Login

- Parent accesses the Parents Evening system via a link on website
- Parents will be issued with a unique log-on and password

1 – Choose the evening



The screenshot shows a web interface for Green Abbey School. At the top, there is a green header with the school name and navigation links for 'Send Feedback' and 'Logout'. Below the header, there are two tabs: 'Home' and 'Appointments'. The main content area is titled 'Welcome' and contains a paragraph of instructions. There are two event cards, each with a 'Continue' button and a green checkmark icon. On the right side, there are two sections: 'Contact Details' and 'Child's Details', both containing contact information.

Green Abbey School Send Feedback Logout

[Home](#) [Appointments](#)

Welcome

Click on an event below to make appointments or browse to [Manage Appointments](#) to view/edit/delete current appointments.



Year 9 Parents' Evening

This parents' evening is for pupils in year 4. 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: 11/07/2014 Time: 16:00 - 20:00





Form Tutor Day

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: 17/07/2014 Time: 16:00 - 19:00



Contact Details

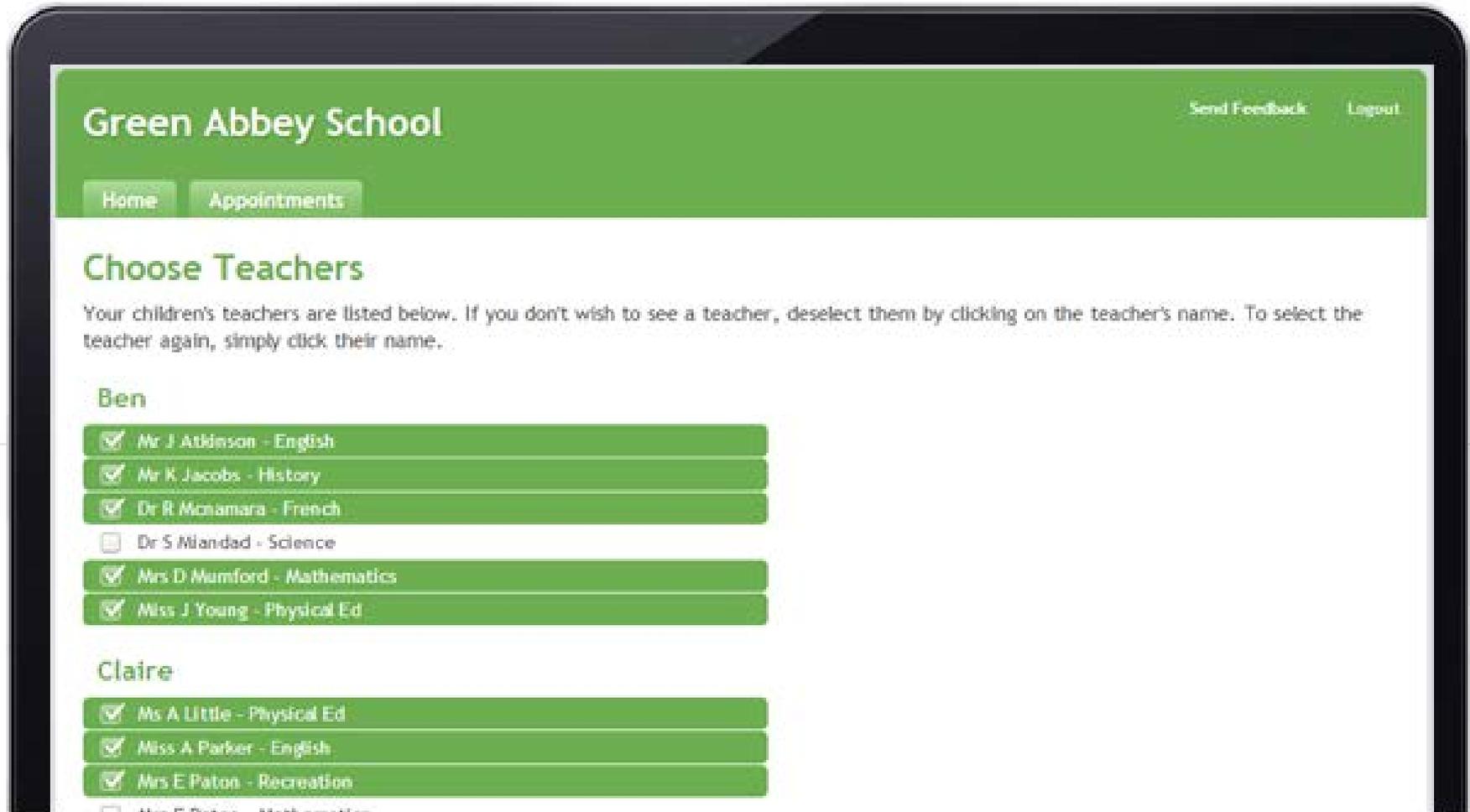
Please follow the on screen instructions to book appointments. Should you have any difficulties, please contact:

Nicola Smith
0207 456 1234
12 School Road
London
SW3 2HS

Child's Details

Ben Abbot
Year: Year 9
Registration Class: 9A

2 – Choose the teachers



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[Home](#) [Appointments](#)

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the teacher's name. To select the teacher again, simply click their name.

Ben

- Mr J Atkinson - English
- Mr K Jacobs - History
- Dr R McNamara - French
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Miss J Young - Physical Ed

Claire

- Ms A Little - Physical Ed
- Miss A Parker - English
- Mrs E Paton - Recreation
- Mrs E Paton - Mathematics

3 – Book the appointments

[Send Feedback](#) [Logout](#)

Green Abbey School

[Home](#)
[Appointments](#)

Make Appointments

Year 9 Parents' Evening (11/07/2014). Please note there is a minimum time between appointments of 10 mins. This is to ensure you arrive at your next appointment in good time.

	Mr J Atkinson English (E5) Ben	Mr K Jacobs History (H6) Ben	Ms A Little Physical Ed (H1) Claire	Dr R McNamara French (L4) Ben	Mrs D Mumford Mathematics (M2) Ben	Miss A Parker English (E1) Claire	Mrs E Paton Recreation (H4) Claire	Miss J Young Physical Ed (SH1) Ben
16:00								
16:10	Ben Abbot ✕							
16:20								
16:30		Ben Abbot ✕						
16:40								
16:50			Book	Book	Book	Book	Book	Book
17:00			Book	Book	Book	Book	Book	Book
17:10			Book	Book	Book	Book	Book	Book
17:20			Book	Book	Book	Book	Book	Book
17:30			Book	Book	Book	Book	Book	Book
17:40			Book	Book	Book	Book	Book	Book
17:50			Book	Book	Book	Book	Book	Book

Booking Appointments



Make Appointments

Please note there is a minimum time between appointments of 10 mins. This is to ensure you arrive at your next appointment in good time.

	Miss K Burrows Art A3	Miss J Foster Class 8A SC	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mrs B Pearson German L6	Mrs L Vernon Mathematics M4	Mr K Jacobs Newton H6	Mrs E Paton Physical Ed H4	Mr R Tufnell Technology T4
	No Appointment									
16:00	Book	Book	Book	Book	Busy	Book	Book	Book	Book	Book
16:10	Book	Busy	Book	Book	Book	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Busy
16:40	Busy	Book	Busy	Book	Book	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Busy	Book	Book	Book	Book	Book	Book
17:00	Busy	Busy	Busy	Book	Book	Book	Book	Book	Book	Book
17:10	Book	Book	Book	Book	Book	Busy	Book	Book	Book	Book
17:20	Book	Book	Book	Book	Book	Busy	Busy	Book	Book	Book
17:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:40	Book	Book	Book	Busy	Book	Book	Book	Book	Book	Busy
17:50	Book	Book	Book	Book	Book	Book	Book	Book	Busy	Book
18:00	Book	Book	Book	Book	Book	Busy	Book	Book	Book	Book
18:10	Busy	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:20	Book	Book	Book	Book	Book	Book	Book	Busy	Book	Book
18:30	Book	Busy	Book	Book	Book	Book	Book	Busy	Book	Book
18:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:50	Book	Book	Book	Busy	Busy	Book	Book	Book	Book	Book
19:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Busy
19:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
20:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book

- It will automatically show the teachers for your daughter and rooms
- Availability of all student's teachers shown side by side
- Parent clicks 'Book' for the times they want

Booking Appointments

	Miss K Burrows Art A3	Miss J Foster Class 8A 5C	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mrs B Pearson German L6	Mrs L Vernon Mathematics M4
	No Appointment	No Appointment	No Appointment		No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book		Busy	Book	Book
16:10		Busy					
16:20	Busy			Ben Abbot  			
16:30							
16:40	Busy	Book	Busy		Book	Book	Book
16:50	Book	Book	Book	Busy	Book	Book	Book
17:00	Book	Busy	Busy		Book	Book	Book
17:10	Book	Book	Book		Book	Busy	Book
17:20	Book	Book	Book		Book	Busy	Busy
17:30	Book	Book	Book		Book	Book	Book
17:40	Book	Book	Book	Busy	Book	Book	Book
17:50	Book	Book	Book		Book	Book	Book
18:00	Book	Book	Book		Book	Busy	Book
18:10	Busy	Book	Book		Book	Book	Book
18:20	Book	Book	Book		Book	Book	Book
18:30	Book	Busy	Book		Book	Book	Book
18:40	Book	Book	Book		Book	Book	Book
18:50	Book	Book	Book	Busy	Busy	Book	Book
19:00	Book	Book	Book		Book	Book	Book
19:10	Book	Book	Book		Book	Book	Book
19:20	Book	Book	Book		Book	Book	Book
19:30	Book	Book	Book		Book	Book	Book

- The appointment is now booked
- Can specify gaps between appointments, 10 minutes in this example
- As booked at 16:20, only offers the parent to book from 16:40 onwards

Booking Appointments

Make Appointments

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 to book an alternative appointment instead.

What's Next?

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

	Miss K Burrows Art A3	Miss J Foster Class 8A SC	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mrs B Pearson German L6	Mrs L Vernon Mathematics M4	Mr K Jacobs Newton H6	Mrs E Paton Physical Ed H4	Mr R Tufnell Technology T4
16:00					Busy					
16:10		Busy								
16:20	Busy			Ben Abbot						
16:30										Busy
16:40	Busy	Ben Abbot	Busy							
16:50				Busy						
17:00	Ben Abbot	Busy	Busy							
17:10						Busy				
17:20			Ben Abbot			Busy	Busy			
17:30										
17:40				Busy	Ben Abbot					Busy
17:50								Busy		
18:00						Busy	Ben Abbot			
18:10	Busy									
18:20						Ben Abbot		Busy		
18:30		Busy						Busy		
18:40								Ben Abbot		
18:50				Busy	Busy					
19:00								Ben Abbot		
19:10										Busy
19:20										Ben Abbot

- Repeat to book all other appointments
- Once finished, an automatic email confirmation is sent to the parent
- Parent can now print appointments, send feedback to the school or book for another child

Email Confirmation Sample

Appointments List

Year 10 Parents' Evening - 24/01/2013

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.

Your appointments are as follows:

Time	Teacher	Student	Department	Room
16:00 - 16:10	Mrs L Vernon	Ben Abbot	Mathematics	M4
16:15 - 16:20	Mr K Jacobs	Ben Abbot	Newton	H6
16:25 - 16:30	Mrs E Paton	Susan Abbot	Physical Ed	H4
16:35 - 16:40	Mrs S Andrews	Susan Abbot	PSE	S9
16:45 - 16:50	Miss H Green	Ben Abbot	Religious Ed	H7
16:55 - 17:00	Ms J Estaphan	Ben Abbot	Science	S5
17:05 - 17:10	Mr R Tufnell	Ben Abbot	Technology	T4
17:30 - 17:35	Mr M Lubbock	Ben Abbot	English	E4
17:50 - 18:00	Mrs A Abell	Ben Abbot	Biology	S1
18:25 - 18:30	Mr R Williams	Ben Abbot	Drama	DRS
18:35 - 18:40	Mr S Green	Ben Abbot	English	E1
19:25 - 19:30	Mrs L Vernon	Susan Abbot	Mathematics	M4
19:36 - 19:40	Dr R McNamara	Susan Abbot	German	L4

[Click here to make changes to your appointment schedule](#)

- Includes evening name, date, information such as parking
- Shows appointments for all children booked by the parent
- The room/location of teachers is shown
- Link to amend appointment

Feedback

- Positives?

- Considerations?