

# Parents' Guide for Booking Appointments

Browse to <https://famington.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	First Name	Surname
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

**Child's Details**

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	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).

The log in requires your child's Date of birth – eg: 26/11/2005

**Year 9 Parental Consultation Evening**

A chance to talk with your child's Personal Tutor about the recent tracking report.

Click a date to continue

Thursday, 15th November >  
Open for bookings

## Step 2: Select Parental Consultation Evening

Click the green tick to select the parents' evening you want to make appointments for. Please do click "unable to attend" if that is the case.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Name
<input checked="" type="checkbox"/> Miss A Coley Class F1-ALC

## Step 3: Choose Learning Tutors

Click on "Manual" and then make sure the correct personal tutor has been ticked.

Click to "Continue to Book Appointments".

Miss A Coley  
Class F1-ALC (B Corridor)

Name

16:30
16:50
17:10
17:30
17:50

## Step 4: Book Appointments

Select the time you wish to see your child's personal tutor.

After you have finished booking the appointment, 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. Please print this out and bring with you to the parents' evening. **To send the Academy 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 (HO)
16:25	
16:30	Mr J. Atkinson - English (E2)
16:35	
16:40	Mr A. Gray - French (L2)
16:45	
16:50	Mr K. Jacobs - History (H4)
16:55	
17:00	Mrs L. Yonson - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening  
 This parents' evening is at the school via the main entrance for the Main Hall where parking is available in the car park.  
 Date: 24/01/2013

[Add/Edit/Delete](#)

## Viewing/Editing/Printing Appointments

You can also view and print your appointment online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the Learning Tutor 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.