

11 December 2019

Dear Parent/Carer

**Year 10 Parents Evening – Tuesday 21 January 2020**

There will be a meeting for parents/carers of students in Year 10 on Tuesday 21 January 2020 from 4:00pm until 7:00pm. This will give you an opportunity to discuss the progress of your son/daughter with subject teachers. Your son/daughter may accompany you to the meeting.

We will be using our easy to use online appointment booking system for the evening. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 4pm today up to Friday 17 January 2020. Should you wish to make any changes after this date please contact the school office. If your child has the same teacher for more than one subject please only make one appointment, teachers will discuss both subjects at the one appointment.

Please visit <https://howden.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is attached to this letter. Full information and a link to the above site can be found on our website. Login with the following information:

Student's first name, student's surname and date of birth

If you do not have access to the internet, please contact the school office between the hours of 8:30am and 4:00pm with the above information, and we will be happy to add appointments on your behalf.

Yours sincerely



Mrs C Roberts  
Key Stage 4 Learning Manager

# Parents' Guide for Booking Appointments

Browse to <https://howden.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:  Ms  
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 – eg: 26/11/2005

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: 24/01/2015 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.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary. Use the red cross icon and click to save.

<input checked="" type="checkbox"/>	English	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	French	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Geography	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	History	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Mathematics	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Physical Ed	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Science	<input type="text"/>	<input type="text"/>

## Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Please click 'Book' in a yellow box below appointments of 15 min. This is to ensure you arrive at your appointment on time.

Mr J. Atkinson (English)	Mr A. Gray (French)	Mr A. Pickering (Geography)	Mr R. Jacobs (History)	Ms L. Vernon (Mathematics)
No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>

**Confirm & Add Message**

Optionally add a message for Mr J. Atkinson (English) for your appointment at 16:00.

I would like to discuss how Sarah's class perform on her recent test results.

45 characters left

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally 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. We can't

**What's Next?**

[View/Print/Amend/Delete](#) [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.

**View/Print/Amend/Delete Appointments**

Select Evening: Parents' Evening (Jan 24, 2015)

Time	Teacher	Status
16:00	Mr J. Atkinson (English) 20	Booked
16:05	Mr J. Atkinson (English) 20	Booked
16:10	Mr J. Atkinson (English) 20	Booked
16:15	Mr J. Atkinson (English) 20	Booked
16:20	Mr J. Atkinson (English) 20	Booked
16:25	Mr J. Atkinson (English) 20	Booked
16:30	Mr J. Atkinson (English) 20	Booked
16:35	Mr J. Atkinson (English) 20	Booked
16:40	Mr J. Atkinson (English) 20	Booked
16:45	Mr J. Atkinson (English) 20	Booked
16:50	Mr J. Atkinson (English) 20	Booked
16:55	Mr J. Atkinson (English) 20	Booked
17:00	Mr J. Atkinson (English) 20	Booked
17:05	Mr J. Atkinson (English) 20	Booked
17:10	Mr J. Atkinson (English) 20	Booked
17:15	Mr J. Atkinson (English) 20	Booked
17:20	Mr J. Atkinson (English) 20	Booked
17:25	Mr J. Atkinson (English) 20	Booked

## 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.