

Parents' Guide for Booking Appointments

Browse to: <https://roebuck.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
<input type="text" value="Mr"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address		
<input type="text" value="john.smith@gmail.com"/>		
Confirm Email Address		<input type="text" value="john.smith@gmail.com"/>

Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="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 providing you gave the school an email address when giving us your details for our school system.

Please use your child's 'preferred' forename that matches our records (no abbreviations). Please put their date of birth as well, 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: 24/01/2013 Time: 16:00 - 20:30

Continue

Step 2: Select Parents' Evening

Click the green tick to select the Parents' Evening you want to make appointments for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments booked.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	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. The system will not allow you to book two appointments at the same time. It will also allow ten minutes between appointments so that you are not late for a meeting or if the teacher over-runs slightly.

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 to save your changes.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments providing you originally gave us an email address for our school records or you enter one on log in. You do not need to bring this email confirmation with you to the appointment.

To send the school feedback about this system, click on 'Send Feedback'.

Home		Appointments	
Print Appointments	Your Appointments		
Select Evening	16:00		Parents' Evening This parents' evening is the school via the main for the Main Hall where Parking is available in the Date: 24/01/2013
Parents' Evening	16:05		
24/01/2013	16:10		
	16:15		
	16:20	Mr A Pinkney - Geography (H5)	
	16:25	Mr J Atkinson - English (E5)	
	16:30	Mr A Gray - French (L2)	
	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

You can also view and print your appointments online by clicking the 'Appointments' tab. You may want to bring a print out of your appointment times to the parents' evening so that you remember who you are seeing and when.

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.

Having Difficulties?

Please ask a member of the school office team. Contact details are below. Alternatively, we can book an appointment for you. To do this, just telephone us or come to the office and ask.

School email: admin@roebuck.herts.sch.uk

School phone: 01438 311937 (option 4)