



**KIRK HALLAM**  
COMMUNITY ACADEMY

## Parents' Guide for Booking Appointments

**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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

### Step 1: Login

Please fill out all the details on the page then click the *Log In button*. A confirmation of your appointments will be sent to the email address you have provided.

Please use your child's "preferred" forename and surname that matches our records (no abbreviations) and as indicated in the letter accompanying these instructions.

Date of birth – eg: 26 November 2005

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March  
Open for bookings >
- Friday, 17th March  
Open for bookings >

[I'm unable to attend](#)

### Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

[Next](#)

### Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

**Choose Teachers**  
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

**Ben**

- Mr J Brown (SENCO)
- Mrs D Mumford (Mathematics)
- Mr J Sinclair (English)
- Mrs A Wheeler (Class 11A)

**Andrew**

- Miss F Burton (Mathematics)
- Dr R Monamara (French)
- Mr J Sinclair (English)

[Continue to Book Appointments](#)

### Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments Cancel Appointments

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

### Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

**Add Appointment** ✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 11 Subject Evening  
15 April 2016 19:00 - 20:00

Amend Bookings

This parent's evening is for pupils in year 11. Please enter the school on 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.

Teacher	Student	Subject	Room
19:00	Mr J Brown	Ben	SENCO A2
19:10	Mr J Sinclair	Ben	English E6
19:15	Mr J Sinclair	Andrew	English E6
19:20	Mr J Sinclair	Ben	History H4
19:25	Miss B Patel	Andrew	Mathematics M2
19:30	Miss B Patel	Andrew	Science S2

### Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

We recommend you either print this out or keep the email confirmation and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

To change your appointments, click on *Amend Bookings*.

Appointments can only be changed while the booking system is open. If you need to change/delete your appointments once the system has closed, please contact the school.

**Please note:** you will not receive email confirmation of your appointments if we do not have an email address for you on our system. If we do not have an email address, please contact the school to enable us to add one to the system.