



BARWELL CHURCH OF ENGLAND ACADEMY

WORKING IN PARTNERSHIP WITH ST MARY'S CHURCH BARWELL

HEADTEACHER: MISS V NEWMAN

BELIEVE ACHIEVE SUCCEED

LEARNING THAT LASTS A LIFETIME

Love thy neighbour in a flourishing school community

Parents' Guide for Booking Appointments

Browse to <https://barwellcofe.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
Mrs	Rachael	Abbot

Email

rabbot4@gmail.com	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

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

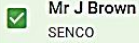
Choose Automatic if you'd like the system book an appointment based on the times you're available to attend. Or if you'd rather choose the times, choose Manual. Then press *Next*.

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 A Wheeler
Class 11A

Andrew



Miss B Patel
Class 10E

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

To add appointments for another child, press the Add Another Child button at the bottom and then repeat this step.

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.

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.

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*.

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

Year 11 Subject Evening
6 appointments from 15:00 to 16:35
Thursday, 13th April

Print Amend Bookings

This parents' evening is for pupils in year 11. 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.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E5
15:15	Mr J Sinclair	Andrew	English	E5
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

Home
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