

Parents' Guide for Booking Appointments

Browse to <https://roundhayschool.parenteveningsystem.co.uk/>
or go to the school website, click on Login Portals, select Parents and follow the link

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.

Parent Login Code: 01111345
Date Of Birth: 20 July 2000

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

Log In

Step 1: Login

Please fill out all the details on the page and click *Log In*.

You will need the login code sent to you by email/text/letter.

A confirmation of your appointments will be emailed 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.

If you are not available please click *I'm unable to attend* to let us know.

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.

If you choose *Automatic* then drag the slides at the top of the next screen to indicate the earliest and latest you can attend.

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

Your child's teachers will appear and, by default, all the teachers are selected. Where a class is taught by multiple members of staff you will only need to see one of them. **For some parents evenings you will be limited in the number of appointments you are able to make (please see the letter or email for details).** Please ensure you untick any teachers you do not need to see, otherwise the system may select the first available staff.

Click on the *Continue* button to proceed.

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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a: Automatic 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 (H5) Andrew)
Mrs A Wheeler (Class 11A (L1) Ben)

16:30
16:40
16:50
17:00

Step 5b: Manual Appointments

If you chose the **manual** booking mode, 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.

If there are no available slots for a member of staff this indicates they are fully booked or unavailable.

Year 11 Subject Evening
Appointment Times 16:30-17:30

Print

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mr J Sinclair	Ben	English	E6
Mr J Sinclair	Andrew	English	E6
Mr R. Jacobs	Ben	History	H6
Miss F Burton	Andrew	Mathematics	M2
Miss F. Foster	Andrew	Science	SC

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 please follow the link in the confirmation email and click on *Amend Bookings*. If an appointment limit is in place you may need to delete an appointment before being able to create a new one.