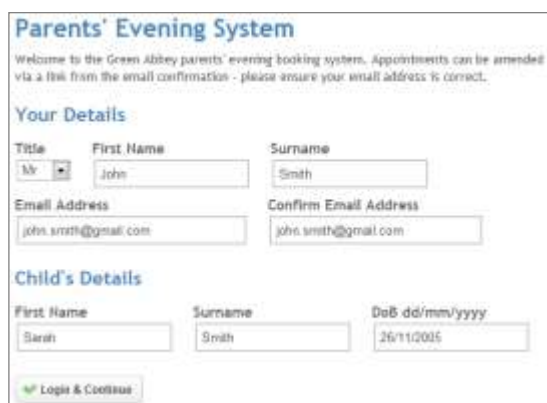


Parents' Guide for Booking Appointments

Browse to <https://nestonhigh.parentseveningsystem.co.uk/default>



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:
Email Address: Confirm Email Address:

Child's Details

First Name: Surname: DoB dd/mm/yyyy:

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 sign for the main hall where this evening is taking place. Booking is available for the main school car park.

Date: 28/11/2015 Time: 18:00 - 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. Click the red cross icon next to the name.

<input checked="" type="checkbox"/>	English	Mr J. Williams	<input type="checkbox"/>
<input checked="" type="checkbox"/>	French	Ms A. Day	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Geography	Ms A. Harvey	<input type="checkbox"/>
<input checked="" type="checkbox"/>	History	Mr G. Jordan	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mathematics	Ms L. Jones	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Physical Ed	Ms E. Price	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Science	Ms J. Thompson	<input type="checkbox"/>

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.

Finished Adding Appointments?
You've still got 2 appointments to make. However if you're finished, please [click here](#) to save.

	Mr J Atkinson English 25	Mr A Gray French 12	Mr A Pinkney Geography 10	Mr K Jacobs History 16
18:00	No Appointment	No Appointment	No Appointment	No Appointment
18:05	Book	Book	Book	Book
18:10	Book	Book	Book	Book
18:15	Book	Book	Book	Book
18:20	Book	Book	Book	Book
18:25	Book	Book	Book	Book
18:30	Book	Book	Book	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.

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.

Please note, if your child studies more than one subject with a teacher, please book only one slot.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English 25	Mr A Gray French 12	Mr A Pinkney Geography 10	Mr K Jacobs History 16	Mr L Thomas Mathematics 14
18:00	Book	Book	Book	Book	Book
18:05	Book	Book	Book	Book	Book
18:10	Book	Book	Book	Book	Book
18:15	Book	Book	Book	Book	Book
18:20	Book	Book	Book	Book	Book
18:25	Book	Book	Book	Book	Book
18:30	Book	Book	Book	Book	Book
18:35	Book	Book	Book	Book	Book
18:40	Book	Book	Book	Book	Book
18:45	Book	Book	Book	Book	Book
18:50	Book	Book	Book	Book	Book
18:55	Book	Book	Book	Book	Book
19:00	Book	Book	Book	Book	Book

Confirm & Add Message
Optionally add a message for Mr J Atkinson (English) for your appointment at 18:00.
I would like to discuss how Sarah's can improve on her recent test results.
150 characters left
Add Appointment Cancel

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

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. Or click [here](#).

What's Next?
[Check Your Notifications](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

To book appointments for another child, please click the link to complete this process again.

Home **Appointments**

Your Appointments

Select Evening	Time	Teacher	Subject
Parents Evening	18:00	Mr J Atkinson	English (EN)
18:05	Mr A Gray	French (FR)	
18:10	Mr A Pinkney	Geography (GEO)	
18:15	Mr K Jacobs	History (HIS)	
18:20	Mr L Thomas	Mathematics (MAT)	
18:25	Mr J Atkinson	English (EN)	
18:30	Mr A Gray	French (FR)	
18:35	Mr A Pinkney	Geography (GEO)	
18:40	Mr K Jacobs	History (HIS)	
18:45	Mr L Thomas	Mathematics (MAT)	
18:50	Mr J Atkinson	English (EN)	
18:55	Mr A Gray	French (FR)	
19:00	Mr A Pinkney	Geography (GEO)	
19:05	Mr K Jacobs	History (HIS)	
19:10	Mr L Thomas	Mathematics (MAT)	

Parents' Evening
This parents evening is the school into the main for the day and subject for the day available to all.
Sun: 24/01/2017

[Add/Edit/Delete](#)

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.