

BHCS Parents' Guide for Booking Appointments

Browse to <https://bhcs.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:

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 "legal" 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 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

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Mrs J Edgingham - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R Mwanama - French
- Dr R Mwanama - German
- Dr S Mwandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

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 E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20	Busy	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	Busy	<input type="button" value="Book"/>	<input type="button" value="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 there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
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16:20	Busy	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
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17:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**.

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

Step 5: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 6: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. **To send the school feedback about this system, click on "Send Feedback"**.

Viewing/Editing/Printing Appointments

Print Appointments

Select Evening	Your Appointments																																				
Parents' Evening 24/01/2013	<table border="1"> <tr><td>16:00</td><td></td></tr> <tr><td>16:05</td><td></td></tr> <tr><td>16:10</td><td></td></tr> <tr><td>16:15</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>16:20</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>16:25</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>16:30</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>16:35</td><td></td></tr> <tr><td>16:40</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>16:45</td><td></td></tr> <tr><td>16:50</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>16:55</td><td></td></tr> <tr><td>17:00</td><td><input checked="" type="button" value="Book"/></td></tr> <tr><td>17:05</td><td></td></tr> <tr><td>17:10</td><td></td></tr> <tr><td>17:15</td><td></td></tr> <tr><td>17:20</td><td></td></tr> <tr><td>17:25</td><td></td></tr> </table>	16:00		16:05		16:10		16:15	<input checked="" type="button" value="Book"/>	16:20	<input checked="" type="button" value="Book"/>	16:25	<input checked="" type="button" value="Book"/>	16:30	<input checked="" type="button" value="Book"/>	16:35		16:40	<input checked="" type="button" value="Book"/>	16:45		16:50	<input checked="" type="button" value="Book"/>	16:55		17:00	<input checked="" type="button" value="Book"/>	17:05		17:10		17:15		17:20		17:25	
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Date: 24/01/2013 Time: 16:00 - 20:30

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. 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.