

Perth Academy

Parents' Guide for Booking Appointments

Enter: <https://perthacademy.parentseveningsystem.co.uk/> into your internet browser

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).

To log in all you need is your child's date of birth OR your details

Date of birth – eg: 26/11/2005

If you enter your own details please ensure it is the same name we have on the system. Sometimes it requires your full name with middle name.

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
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

Step 2: Select Parents' Evening

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

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	<input checked="" type="checkbox"/>  Continue
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Step 3: Choose Teachers

Your child'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.

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: ASN/Guidance teachers and then select the teacher from the drop down box

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.

<input checked="" type="checkbox"/> Mr J Atkinson - English
<input checked="" type="checkbox"/> Ms J Estaphan - French
<input checked="" type="checkbox"/> Mr C Hughes - Res Materials
<input checked="" type="checkbox"/> Mr K Jacobs - Geography
<input type="checkbox"/> Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/> Dr R McNamara - French
<input checked="" type="checkbox"/> Dr R McNamara - German
<input type="checkbox"/> Dr S Miandad - Science
<input checked="" type="checkbox"/> Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/> Mr V Stockill - PSE
<input checked="" type="checkbox"/> Miss J Young - Physical Ed

Step 4: 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.

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	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	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: 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".

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](#)

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.

Home **Appointments**

Print Appointments

Select Evening

Parents' Evening
24/01/2013

Parents' Evening

This parents' evening is the school via the main for the Main Hall where Parking is available in the

Date: 24/01/2013

Your Appointments	
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

Waiting Lists

Please note that when a teacher's allocated time is full parents/carers are able to add their names to a waiting list. If a slot becomes available parents will receive an email with an appointment. If you do not receive any communication about this you may assume that no space has been made available. If you still wish to discuss your child with that teacher you can arrange this via their guidance teacher for an alternative time.

The online system does not enable staff to manage their waiting list and they cannot communicate directly with parents via this system.