

2 May 2019

Dear parent/carer

**Year 7 Parent's Evening - Online Appointment Booking**

I would like to invite you to attend our Parent's Evening on Thursday 23 May 2019 between 4pm and 7pm. This is an important evening and provides you with an opportunity to speak to your child's subject teacher.

Please use the online appointment booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 8.30am on Friday 10 May and will close at midnight on Thursday 23 May. Should you wish to make any changes after this date please contact the school office.

Please visit <https://bbgacademy.parentseveningsystem.co.uk> to book your appointments (a short guide on how to add appointments is overleaf).

Login with the following information:

Student's first name  
Student's surname  
Date of birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Miss T Binns  
Head of Year

# Parents' Guide for Booking Appointments

Browse to <https://bbgacademy.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: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

**Child's Details**

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

[Login & Continue](#)

## 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 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

[Continue](#)

## 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.

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estephan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input checked="" type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R McManus - French
<input checked="" type="checkbox"/>	Dr R McManus - German
<input checked="" type="checkbox"/>	Dr S Mardad - 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

[Add another child](#)

[Continue to Book Appointments](#) | [Cancel](#)

## 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.

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 E3	Mr A Gray French L2	Mr A Pinsky Geography H5	Mr K Jacobs History H6
16:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

## 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.

**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 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".

**Home** | **Appointments**

**View Appointments**

Select Evening: Parents Evening (24/01/2013)

Time	Teacher
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinsky - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E3)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mr L Trisom - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

## 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.