



Parents' Guide for Booking Appointments

Browse to <https://corbytechnicalschool.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.

Parent Login Code 10139309	Student DoB (dd/mm/yyyy) 20/07/2000
Email Address john.smith@gmail.com	Confirm Email Address john.smith@gmail.com

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).

Enter the login code found in the letter.

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 tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<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 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.

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 LZ	Mr A Pinkney Geography HS	Mr K Jacobs History HS	Mrs L Vernon Mathematics M4
No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
<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"/>
16:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
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	<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"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:45	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:50	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:55	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
17:00	<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 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.

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.



The screenshot shows a web interface with a blue header containing 'Home' and 'Appointments' tabs. Below the header, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main area is titled 'Your Appointments' and displays a list of time slots from 16:00 to 17:25. Appointments are listed in red boxes with the following details:

Time	Teacher	Subject	Initials
16:20	Mr A Pinkney	Geography	(H5)
16:30	Mr J Atkinson	English	(E5)
16:40	Mr A Gray	French	(L2)
16:45	Mr K Jacobs	History	(H6)
16:55	Mrs L Vernon	Mathematics	(M4)

On the right side of the appointment list, there is a 'Parents' Evening' section with a date of '24/01/2013' and a link to '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.