

Parents' Guide for Booking Appointments and Events

Browse to <https://northamptonacademy.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: Log in

Please log in to the website address above and 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. If you do not have internet access you will need to contact the Academy to make the appointment for you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth in the following format – e.g.: 26/11/2005

Northampton Academy The best in everyone™

Home **Appointments**

Welcome

Click on an event below to make/change appointments, or browse to [Manage Appointments](#) to view/print current appointments.

Year 7 Meet the Tutor Evening

The focus for the evening will be to meet your child's personal tutor, review how they have settled into Northampton Academy, to discuss expectations for the year and answer any questions you may have. Students should attend with their parents.

Date: 13/09/2016 Time: 16:30 - 19:00

Show My Homework Information Evening

This is an opportunity to explain how to use Show My Homework to enable you to support your child in their organisation, time management and homework workload. We look forward to seeing you on 28/09/2016.

When Thomas

Step 2: Select the Parents' Evening or Event

Click the green tick to select the parents' evening you want to make appointments for **or** select the event you wish to attend e.g. Show My Homework Information Evening.

For an Event

Book however many places are allowed from the drop down option and click 'Book'

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

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 this child.

Mr J Atkinson - English

Step 3: For the Parents Evening

Your child's teachers will appear. Ensure the Teachers you wish to see are selected in green. 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, e.g.: Director of KS3, Director of KS4, SENDCO and then select the teacher from the drop down box.

If you have another child to book into this parents' evening, press the "Add another child" button and enter their details. Then repeat this step to add teachers for the newly added child.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 4: Book Appointments

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

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. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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.

Home
Appointments

Print Appointments

Select Evening

Parents' Evening
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	

Parents' Evenin

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

Date: 24/01/2013

[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.