

GREYSBROOKE Primary School



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Dear Parents

8 October 2018

Parent Consultation Evenings - Online Appointment Booking

You are invited to attend our Parent Consultation Evenings to be held on Monday 22 October and Thursday 25 October 2018 to discuss your child's progress with their class teacher.

Our online appointment booking system allows you to choose your own appointment time with your child's class teacher and receive email confirmation of your appointment.

The appointment booking facility will be available from 6.30pm on 11 October and will close at 6.30pm on 18 October. Should you need to make any changes after this date please contact the school office.

Please visit <https://greysbrooke.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter. Login with the following information:

Your details (the person named as first contact)

Title

Initial (please use your **initial** NOT first name)

Surname

Email address

Child's details

Student's First Name: «Forename»

Student's Surname: «Surname»

Date of Birth «Information»

If you do not have access to the internet, please contact the school office for assistance.

Yours sincerely

Mrs T Holmes
Headteacher



Parents' Guide for Booking Appointments

Browse to <https://greysbrooke.parentseveningsystem.co.uk/>

Greysbrooke Primary School

Parents' Evening System

Welcome to the Greysbrooke Primary School 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	J	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

[Administrator Login](#)
[Teacher Login](#)


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 <small>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.</small>	<input checked="" type="checkbox"/>
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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

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
<input checked="" type="checkbox"/> Mr M Eubock - Class 9A
Claire
<input checked="" type="checkbox"/> Mr T Smith - Class H
James
<input checked="" type="checkbox"/> Mrs E Paton - Class G

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.

Click on the Continue button to proceed.

	Dr J Lebon
	Class 8E
	L7
	No Appointment
16:00	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>
16:15	<input type="button" value="Busy"/>
16:20	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>
16:30	<input type="button" value="Busy"/>
16:35	<input type="button" value="Book"/>
16:40	<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.

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 to save your changes.

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

Your Appointments

Select Evening 16:00

Parents' Evening 16:05

24/01/2013 16:10

16:15

16:20 Mr A Pineway - Geography (P1)

16:25 Mr J Atkinson - English (E5)

16:30

16:35 Mr A Gray - French (L2)

16:40

16:45 Mr K Jacobs - History (H4)

16:50 Mrs L Vernon - Mathematics (M4)

16:55

17:00

17:05

17:10

17:15

17:20

17:25

Parents' Evening

This parents' evening is at the school via the main entrance for the Main Hall where parking is available in the car park.

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.