



## LADYBRIDGE PRIMARY SCHOOL

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31<sup>st</sup> January 2017

Dear Parent/Carer

**Parents' Evening: 1<sup>st</sup> March 3:40p.m. to 5:40p.m. and 2<sup>nd</sup> March 5:00p.m. to 8:00p.m.**

I would like to invite you to attend one of our Parents' Evenings listed above. This is an important evening and provides you with an opportunity to discuss your child's attainment with their class teacher.

We are continuing to use an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 7:00 p.m. on Monday, 6<sup>th</sup> February and will close at 12 noon on Monday, 27<sup>th</sup> February 2017. Should you wish to make any changes after this date, please contact the school office.

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

*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 who will be happy to add appointments on your behalf from Tuesday, 7<sup>th</sup> February 2017.

Yours faithfully

Colin Watson  
Headteacher

# Parents' Guide for Booking Appointments

Go to <https://ladybridgeprimary.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 <input type="text" value="Mr"/>	First Name <input type="text" value="John"/>	Surname <input type="text" value="Smith"/>
Email Address <input type="text" value="john.smith@gmail.com"/>		Confirm Email Address <input type="text" value="john.smith@gmail.com"/>

### Child's Details

First Name <input type="text" value="Sarah"/>	Surname <input type="text" value="Smith"/>	DoB dd/mm/yyyy <input type="text" value="26/11/2005"/>
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[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 – e.g.: 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.



Continue

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.

<b>Ben</b>	
<input checked="" type="checkbox"/>	Mr M Lubbock - Class 9A
<b>Claire</b>	
<input checked="" type="checkbox"/>	Mr T Smith - Class H
<b>James</b>	
<input checked="" type="checkbox"/>	Mrs E Paton - Class G
<a href="#">Continue to Book Appointments</a> <a href="#">Cancel</a>	

## 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.

No Appointment	
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
<b>Confirm &amp; Add Message</b>	
Optionally add a message for <b>Dr J Lebon</b> (Class 8E) for your appointment at <b>16:10</b> :	
<input type="text" value="I would like to discuss how Sarah can improve on her recent test results."/>	
67 characters left	
<a href="#">Add Appointment</a> <a href="#">Cancel</a>	
17:10	<a href="#">Book</a>

## 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. To send the school feedback about this system, click on "Send Feedback".

## 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.

<b>Home</b> <b>Appointments</b>		
<a href="#">Print Appointments</a>	Your Appointments	
<b>Select Evening</b>		
Parents' Evening		
24/01/2013		
16:00		<b>Parents' Evening</b> This parents' evening is the school via the main for the Main Hall where Parking is available in the Date: 24/01/2013 T <a href="#">Add/Edit/Delete</a>
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		