



# Upton Junior School

## Parents' Guide for Booking Appointments

Browse to <https://uptonjunior.parentseveningsystem.co.uk/> or see back of this letter for the QR code

**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  Login Code

### 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

### Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

**Step 2 of 3: Choose Teachers**

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross next to those you do not wish to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

### Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

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 E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
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.

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 L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

## Step 4: Make 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](#) [Book Appointments for Another Child](#) [Logout](#)

## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home	Appointments
Print Appointments	Your Appointments
Select Evening	Parents' Evening
Parents' Evening	24/01/2013
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	

## Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. 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.



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