

Parents' Guide for Booking Appointments

Go to <https://UTCOxfordshire.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: 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), followed by your child's 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.

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 beside not wish to see.

☒ English ☐ Mr J. Atkinson ☐

☒ French ☐ Mr A. Gray ☐

☒ Geography ☐ Mr A. Piskony ☐

☒ History ☐ Mr K. Jacobs ☐

☒ Mathematics ☐ Mrs L. Vernon ☐

☒ Physical Ed ☐ Mrs E. Patten ☐

☒ Science ☐ Mr J. Estephan ☐

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.

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 15	Mr A. Gray French 12	Mr A. Piskony Geography 10	Mr K. Jacobs History 16	Mrs L. Vernon Mathematics 14
16:00	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	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

Confirm & Add Message

Optionally add a message for Mr J. Atkinson (English) for your appointment at 16:00:

65 characters left

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**

Select Evening: Parents' Evening 24/01/2013

Your Appointments

Time	Teacher
16:00	Mr A. Piskony - Geography (10)
16:05	Mr J. Atkinson - English (15)
16:10	Mr A. Gray - French (12)
16:15	Mr K. Jacobs - History (16)
16:20	Mrs L. Vernon - Mathematics (14)

Parents' Evening

This parents' evening is for the school via the main entrance. Parking is available in the main school car park.

Date: 24/01/2013

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.