

Parents' Guide for Booking Appointments

Browse to <https://chaseterracetechnologycollege.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: Mrs | First Name: Rachael | Surname: Abbot
Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March > Open for bookings
- Friday, 17th March > Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Choose Teachers
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

- Mr J Brown SENCO
- Mrs D Mumford Mathematics
- Mr J Sinclair English
- Mrs A Wheeler Class 11A

Andrew

- Miss F Burton Mathematics
- Dr R Monamara French
- Mr J Sinclair English

Continue to Book Appointments

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben ✓	Andrew ✓	Ben ✓
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 11 Subject Evening
Thursday, 16th April

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Year 11 entrance for evening access. The signs are available in the main school car park.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Sinclair	Ben	English	E3
Mr J Sinclair	Andrew	English	E3
Mr F Burton	Ben	History	H3
Miss F Burton	Andrew	Mathematics	M3
Miss J Patel	Andrew	Science	S3

Step 5: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.