

Parents' Guide for Booking Appointments



Browse to <https://perins.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: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

Step 1: Login

Please fill in your name and a contact email address: a confirmation of your appointments will be emailed to this address.

Please use your child's "preferred" forename that matches our records, i.e. the name used on their school reports.

For the Date of birth please use the format dd-mm-yyyy e.g. a Date of Birth of 26th November 1999 would be written 26/11/1999

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: 24/11/2013 | 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. There are two dates and parents of students with surnames A-K are invited to attend the first date, with parents of students with surnames L-Z invited to attend the second. If, however you cannot make your "scheduled" date please come to the other evening and select it here so that you can make appointments.

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 each name.

English | Mr J. Adams |

French | Mr A. Gray |

Geography | Mr A. Parsons |

History | Mr K. Jones |

Mathematics | Mrs L. Brown |

Physical Ed | Mrs C. Patel |

Science | Mr J. Simpson |

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've finished, please [click here](#) to save.

	Mr J Atkinson English ES	Mr A Gray French L2	Mr A Piskney Geography HS	Mr K Jacobs History HS
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Book	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Book	Book	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. The system will block out time either side of each appointment to give you time to get from one room to another. After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to save. You will receive an email confirming your appointments.

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. We sorry.

What's Next?
[View Child 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**

View Appointments

Select Evening
Parents Evening
20/11/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr J Atkinson - English (ES)
16:25	Mr J Atkinson - English (ES)
16:30	
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (HS)
16:55	
17:00	Mr L Piskney - Mathematics (HS)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Events
This parents' evening is the school via the main for the main still where Parking is available to be
Date: 24/11/2013

[Add/Edit/Delete](#)

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.