



Parents' Guide for Booking Appointments

Browse to <https://chippingsodbury.parentseveningsystem.co.uk/>

Or follow the parents evening link on the school homepage

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

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
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

Child's Details

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

Step 2: Select Parents' Evening

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

Select a parents' evening to add appointments:

	<h4>Parents' Evening</h4> <p>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.</p> <p>Date: 24/01/2013 Time: 16:00 - 20:30</p>	<input checked="" type="checkbox"/> Continue
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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

Chipping Sodbury School

Home 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 any teacher you do not wish to see.

<input checked="" type="checkbox"/>	Class 11FR1	Mrs N Finch
<input checked="" type="checkbox"/>	English	Miss J Balchin
<input checked="" type="checkbox"/>	French	Ms D Bryan
<input checked="" type="checkbox"/>	Home	Mrs J Stange
<input checked="" type="checkbox"/>	History	Mrs K Smees
<input checked="" type="checkbox"/>	Maths	Mrs R Thorpe
<input checked="" type="checkbox"/>	P.E.	Miss S Joyce
<input checked="" type="checkbox"/>	P.S.E.	Mr P Dixon
<input checked="" type="checkbox"/>	R.E.	Mrs L Boyce
<input checked="" type="checkbox"/>	Science Triple	Mr S Richards
<input checked="" type="checkbox"/>	Science Triple	Dr K Ransom
<input checked="" type="checkbox"/>	Science Triple	Dr S Cotton

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.

Chipping Sodbury School														
Home													Send Feedback	Logout
Add/Edit/Remove Appointments														
Year 11 Parents' Evening (12/02/2014). Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment in good time.														
	Mrs N Finch Class 11FR1 C2 No Appointment	Miss J Balchin English E1 No Appointment	Ms D Bryan French L4 No Appointment	Mrs J Strange Frome No Appointment	Mrs K Smee History H5 No Appointment	Mrs R Thorpe Maths M3 No Appointment	Miss S Joyce P.E. PE No Appointment	Mr P Dixon P.S.E. P2 No Appointment	Mrs L Boyce R.E. R3 No Appointment	Mr S Richards Science Triple S2 No Appointment	Dr K Ranson Science Triple S3 No Appointment	Dr S Cotton Science Triple S8 No Appointment		
16:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:05	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:15	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:35	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:45	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
16:55	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:05	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:15	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:25	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:35	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:45	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	
17:55	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	

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

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](#)

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.

Chipping Sodbury School		
Home		Send Feedback
Appointments		Logout
Print Appointments	Your Appointments	
Select Evening	16:00	Miss J Balchin - English (E1)
Year 11 Parents' Evening	16:05	
12/02/2014	16:10	Ms D Bryan - French (L4)
	16:15	
	16:20	
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	17:50	
	17:55	
	18:00	

Year 11 Parents' Evening
This parents' evening is for pupils in year 11.
Date: 12/02/2014 Time: 16:00 - 18:30

[Add/Edit/Delete Appointments](#)