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Friday 19<sup>th</sup> September 2025

Dear Parents/Carers,

We would like to invite you to a Parents/Carers Consultation Evening. This is an important evening which will provide you with the opportunity to discuss your child's progress.

**Year 1 will be able to book consultations on:**

**Wednesday 15<sup>th</sup> October 2025 3.40pm to 7pm OR Thursday 16<sup>th</sup> October 2025 3.40pm to 6pm**

**The rest of the school will be able to book consultations on:**

**Wednesday 22<sup>nd</sup> October 2025 3.40pm to 7pm OR Thursday 23<sup>rd</sup> October 2025 3.40pm to 6pm**

The school has an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers. Please note we can only allow a maximum of 10 minutes with the teacher. If there is anything that you would like to discuss further, then it will be necessary to make another appointment at a mutually convenient time and day. You will receive an email confirming your appointment. **Appointments can be made from Monday 22<sup>nd</sup> September 2025 at 3pm and will be available to book until Monday 6<sup>th</sup> October at 9am.**

Please visit <https://greenside.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to add appointments is attached. **If you will be seeing more than one teacher, please allow a 10-minute gap to move between appointments.** Login with the following information:

**Your Details:**

Title

First Name

Surname

Email Address/Confirm Email Address

**Child's Details:**

First Name (Please ensure you put child's preferred name)

Surname

Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours faithfully,

Mrs S. Fuller  
Headteacher

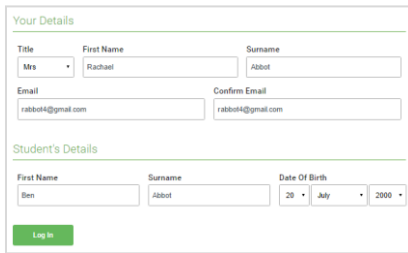


Artsmark  
Silver Award  
Awarded by Arts  
Council England



# Parents' Guide for Booking Appointments

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



**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

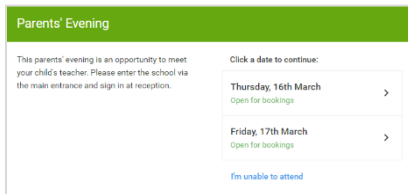
First Name: Ben | Surname: Abbot | Date Of Birth: 28 July 2000

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.



**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:

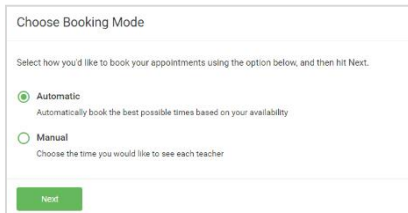
- Thursday, 16th March (Open for bookings)
- Friday, 17th March (Open for bookings)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.



**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

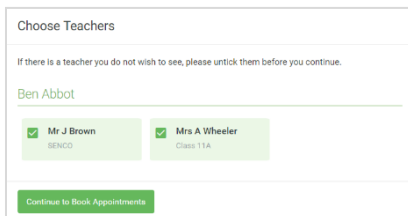
- Automatic**  
Automatically book the best possible times based on your availability
- Manual**  
Choose the time you would like to see each teacher

Next

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

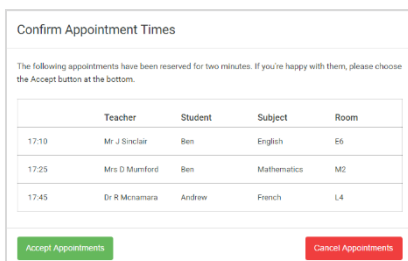
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Continue to Book Appointments

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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



**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

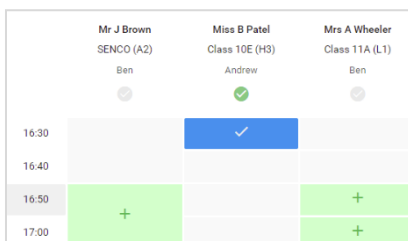
Teacher	Student	Subject	Room	
17:30	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mansford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	Andrew	French	L4

Accept Appointments | Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



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

## Step 5b (Manual): 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.



**My Bookings**

Teacher	Student	Subject	Room
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102
16:30	Mr J Brown	Sen	SE102

## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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