

Torriano Primary School

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Executive Headteacher: Bavaani Nanthabalan MA

Head of School: Helen Bruckdorfer BA

Thursday 23rd June 2016

Dear Parents/Carers,

You will be receiving your child's end of year report on Friday 1st July. If you would like to discuss your child's report and progress please book a parents' evening appointment. Parents' evening will be taking place between Monday 4th July and Wednesday 6th July.

The school will once again be using the online booking system that was introduced last term. This system allows you to choose your own appointment times with your child's teacher. You will receive an email confirming your appointments and can log back into the system to check upcoming appointments.

Appointments can be made from Thursday 23rd June and will close on Wednesday 29th June. Please note they are allocated on a first come first served basis.

Please visit <https://torriano.parentseveningsystem.co.uk> to book your appointments or scan the QR code below. A short guide on how to add appointments is included with this letter.

To log on to the system you will be asked to enter the following information:

- Parent/Carer forename & surname
- Parent/Carer email address
- Student's forename & surname
- Student's date of birth (dd/mm/yyyy)

As usual, if you have a child with Special Educational Needs (SEN) you will have a structured conversation meeting instead of parents' evening. This will take place during the school day between Monday 11th July – Friday 15th July. A separate letter will be sent to you next week with your structured conversation appointment time. Please do not book a parents' evening appointment, unless you definitely cannot attend a structured conversation appointment during the school day. Please only do so if it is essential, as the appointments that take place during the school day are longer to provide an opportunity to discuss your child's needs in greater depth.

If you have any difficulty booking an appointment or accessing the system, please do not hesitate to contact me on 0207 424 0202 or alternatively email torrianonewsletter@gmail.com and state your name, your child's name and date of birth. If you do not have access to the internet, please speak to your child's class teacher who will be able to book an appointment for you.

Kind regards,

Maria Lewis
Family Support Worker



Parents' Guide for Booking Appointments

Browse to <https://torriano.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
Mr <input type="checkbox"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address		Confirm Email Address
<input type="text" value="john.smith@gmail.com"/>		<input type="text" value="john.smith@gmail.com"/>

Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="26/11/2005"/>

Step 1: Login

Go to the following web address:

<https://torriano.parentseveningsystem.co.uk/>

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 forename that matches our records (no abbreviations).

Enter their 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

Continue

Step 2: Select Parents' Evening

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

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green.

If you have more than one child in the school, please ensure they all appear in the list and are selected for parents' evening.

Click on the 'Continue' button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	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.

After you have finished booking all your 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](#) [Logout](#)

Step 5: Finished

If you provided an email address, you will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

To send the school feedback about this system, click on "Send Feedback".

Home
Appointments

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening

This parents' evening is at the school via the main entrance for the Main Hall where Parking is available in the Main Hall.

Date: 24/01/2013

[Add/Edit/Delete](#)

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the 'Appointments' tab.

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.

