

# Torriano Primary School

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Headteacher: Helen Bruckdorfer BA

Friday 3<sup>rd</sup> March 2017

Dear Parents/Carers,

## Parents' Evening 13<sup>th</sup> & 14<sup>th</sup> March - Online Booking System

In order to book an appointment for parents' evening, please use our online booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

**Parents' evening will be taking place on Monday 13<sup>th</sup> March and Tuesday 14<sup>th</sup> March. Appointments can be made from 5.30pm on Friday 3<sup>rd</sup> March and will close on Sunday 12<sup>th</sup> March. Please note they are allocated on a first come first serve basis.**

Please visit <https://torriano.parenteveningsystem.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)

**If you have a child with Special Educational Needs (SEN) you will have a structured conversation meeting instead of parents' evening. Your child's class teacher will arrange an appointment with you. If you are able to attend your structured conversation meeting, please do not select a parents' evening appointment time.**

If you have any questions regarding this or require support with booking an appointment, please do not hesitate to contact me or a member of the admin team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Maria Lewis'.

Maria Lewis  
Community and Leadership Support Assistant



## 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.

	<b>Dr J Lebon</b> Class 8E L7 <b>No Appointment</b>
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	<b>Busy</b>
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	<b>Busy</b>
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

#### 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

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.

