

# Torriano Primary School

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Headteacher: Helen Bruckdorfer BA

Tuesday, 27 June 2017

Dear Parents/Carers,

**You will be receiving your child's end of year report on Thursday 29<sup>th</sup> June. If you would like to discuss your child's report and progress please book a parents' evening appointment. Parents' evening will be taking place on Wednesday 5<sup>th</sup> & Thursday 6<sup>th</sup> July.**

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.

**Appointments can be made from Tuesday 27<sup>th</sup> June and will close on Tuesday 4<sup>th</sup> July. 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)

**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 book 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



## 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:

|   |  |  |
|---|--|--|
|  | <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> | <br><input type="button" value="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.

|   |
|---|
| <b>Ben</b>  |
| <input checked="" type="checkbox"/> Mr M Lubbock - Class 9A |
| <b>Claire</b>   |
| <input checked="" type="checkbox"/> Mr T Smith - Class H    |
| <b>James</b>  |
| <input checked="" type="checkbox"/> 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><br>Class 8E<br>L7<br><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

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

Print 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 the school via the main entrance for the Main Hall where Parking is available in the

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.