

Torriano Primary School

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Headteacher: Helen Bruckdorfer BA

Friday, 06 October 2017

Dear Parents/Carers,

Parents' evening for Year 1 – 6 will be taking place on the 16th and 17th October. Please note that children in Nursery and Reception will have a meeting later in the term.

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 the 6th October and will close on the 15th October. Please note they are allocated on a first come first served basis.

Please visit <https://torriano.parentseveningsystem.co.uk> to book your appointments. 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 (**Please note you must include an email address when making the booking in order to successfully log in**)
- Student's forename & surname
- Student's class (1C, 1B, 2H, 2M, 3O, 3C, 4K, 4L, 5H, 5L, 6W, 6B)

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/>

The screenshot shows the login page for the Torriano Primary School Parents' Evening System. At the top, it says 'Torriano Primary School' and 'Parents' Evening System'. Below that, there is a welcome message and a note about amending appointments. The form is divided into two sections: 'Your Details' and 'Student's Details'. 'Your Details' includes fields for Title, First Name, Surname, Email, and Confirm Email. 'Student's Details' includes fields for First Name, Surname, and Registration Class. There is a 'Log In' button at the bottom left. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and a footer for 'Parents Evening System'.

Step 1: Login

Go to the following web address:

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

Please fill out the details on the page. A confirmation of your appointments will be emailed to you. **YOU MUST INCLUDE AN EMAIL ADDRESS.**

Please use your child's forename that matches our records (no abbreviations).

The screenshot shows a screen titled 'Select a parents' evening to add appointments:'. It features a card for 'Parents' Evening' with a green checkmark icon. The card contains the text: '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.' Below the text, it says 'Date: 24/01/2013 Time: 16:00 - 20:30'. A 'Continue' button is located to the right of the card.

Step 2: Select Parents' Evening

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

The screenshot shows a screen titled 'Choose Teachers'. It contains the text: '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 booked.' Below the text, there are three teacher entries: 'Ben' with 'Mr M Lubbock - Class 9A', 'Claire' with 'Mr T Smith - Class H', and 'James' with 'Mrs E Paton - Class G'. Each entry has a green checkmark icon. At the bottom, there are two buttons: 'Continue to Book Appointments' and 'Cancel'.

Step 3: Choose Teachers

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

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**

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 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.