

Parents' Guide for Booking Appointments

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

Step 1: Login

To login simply fill out all the details on the page. A confirmation of your appointments will be emailed to you.

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

Date of birth – eg: 26/11/2005

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: Mr | First Name: John | Surname: Smith
Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

Step 2: Select Parents' Evening

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

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.

Continue

Date: 24/01/2013 Time: 16:00 - 20:30

Step 3: Choose Teachers

Your children's teachers will appear, including siblings. Ensure the teachers you wish to see are selected in green. You should see all relevant teachers to you and your children.

Click on the Continue button to proceed.

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 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all of your children and their teachers.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

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 5: Finished

You will receive an email confirmation of your appointments. To send the school feedback about this system, click on "Send Feedback".

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 to save your changes.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

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.

Appointments

Your Appointments

16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pickover - Geography (9B)	
16:25		
16:30	Mr J Atkinson - English (13)	
16:35		
16:40	Mr A Gray - French (12)	
16:45		
16:50	Mr K Jacobs - History (9H)	
16:55		
17:00	Mrs L Vernon - Mathematics (9A)	Add/Edit/Delete
17:05		
17:10		
17:15		
17:20		
17:25		