



**Greenside Primary School, Westville Road,  
London W12 9PT**

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### GREENSIDE

Online Parents' Evening Booking System

Dear Parents/Carers,

We are pleased to offer our second year of our online booking system for parents' evenings. This new system makes booking parents' evening appointments more efficient and environmentally friendly and supports our e-communication strategy!

The next parents' evenings are the Monday 31<sup>st</sup> October and Tuesday 1<sup>st</sup> November and booking online is easy, just follow these instructions:

1. Go to <http://www.parents-booking.co.uk/greensideprimary>

(PLEASE NOTE: You need to type this address into your **website browser's 'address bar'**. Do not try to 'Google' this website address, as that will not work. This is a common mistake on phones and tablets especially.)

2. Enter the following details to **login**:
  - a. Your title, surname and email address
  - b. Your child's legal first name and last name
  - c. Your child's date of birth

Greenside Primary School  
School contact details: School Office  
Phone:020 8743 6421 Email:kbs@greenside.lbhf.sch.uk

\* Fields marked with this are mandatory

Parents' title\* Parents' Surname\* E-Mail Address

Please enter the details of the child you want to make bookings for

Child's First Name\* Child's Surname\*

Child's DOB \*

3. Click on the **'Parent's Evening'**

Greenside Primary School

List of Parents' Evenings  
Click the Group that contains the Parents' Evening you want to make bookings for  
You are logged in as Mr Orlando REYES for Darren REYES, 26/10/2004

Number of Groups	Parents' Evening	Date	Start	End
Spring Term	Parent's Evening	19/04/2016 21/04/2016	03.45 PM 03.45 PM	06.00 PM 06.00 PM

4. Select **'Make a Booking'** (or see 'Automated Booking' below) then scroll down the list to find a time that is free that you would like and click on it. If you want to discuss anything specific, you can leave a short note for the teacher - Your appointment has been made!
5. To book for a second child, click the **'Change Child'** button at the top left of the page and repeat the process. Bookings you have already made will show up so you cannot double book.



6. If you would like a reminder of your bookings you can select to have them emailed or printed by clicking the relevant button on the right of the screen.
7. You can also log back in at any time and change your appointments but please be aware that you will only be able to book based on the slots that are left available.

The system will be live **on Tuesday 11<sup>th</sup> October** so you can right up until the evening of the event.

### **'Automated Booking' Wizard**

The 'Automated Booking' button is a way of booking that will allow you to enter your availability and choose which Teachers you want to see before returning with the most efficient way to see all these teachers. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book. Just look for this symbol:



### **Troubleshooting Tips - Please read before booking!**

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- The child's date of birth has to be entered in exactly the right format e.g using four digits for the year of birth - 12/09/2009
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
- Don't forget to scroll down past the first evening (31<sup>st</sup> October) to see dates and times for the second evening (1<sup>st</sup> November).
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the top left corner of the Parent's Booking Page to swap between your children. This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.

We appreciate this is still a little new for everyone, staff included! If you are unable to book at home, there will be laptops set up in the hall each morning next week for people to use along with someone to offer a helping hand if needed.

If you are having problems, please see your class teacher who will be happy to help.

Best wishes,

Robin Yeats  
Y6 Class Teacher & Deputy Head

