

# Parent Guide - Part 1: How to Book an Appointment

The process explained below applies whether you are making an appointment to come onto campus to meet with staff in person or if the appointment is to be held by video call.

Please go to our campus website: [www.brookvalegroby.com](http://www.brookvalegroby.com)  
Click on 'Parents' then 'Progress Evenings'

## Step 1: Login

Please fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to you.

Please use your child's "preferred" forename as notified to the school

**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
Mrs ▾	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth	
Ben	Abbot	20 ▾ July ▾ 2000 ▾	

**Log In**

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

**Thursday, 16th March** >  
Open for bookings

**Friday, 17th March** >  
Open for bookings

**I'm unable to attend**

## Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

**Next**

### Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

- Mr J Brown  
SENC0
- Mrs D Mumford  
Mathematics
- Mr J Sinclair  
English
- Mrs A Wheeler  
Class 11A

Andrew

- Miss F Burton  
Mathematics
- Dr R Menamara  
French
- Mr J Sinclair  
English

Continue to Book Appointments

## Step 4: Choose Teacher or Tutor

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

01:52 Please confirm your appointments within 2 minutes

### Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:30	Mr J Brown	Ben	SENC0	A2
17:50	Miss B Patel	Andrew	Class 10E	H3

Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40		✓	
16:50	+		+
17:00			+

**Add Appointment** ✕

Confirm appointment with Miss B Patel at 16:30.

**Add a message for Miss B Patel:**

I would like information on getting the most out of Andrew's homework assignments.

**Save**

### Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Your appointments have been saved and an email has been sent confirming your appointments.

**Primary School Parents' Evening** Thursday, 16th March  
 2 appointments from 17:30 to 18:00

Print Amend Bookings

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

	Teacher	Student	Subject	Room
17:30	Mr J Brown	Ben	SENCO	A2
17:50	Miss B Patel	Andrew	Class 10E	H3

### Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

**However, you can now invite another parent/guardian to join your appointments**

**January Progress Meeting** Tuesday, 12th January  
 3 appointments from 16:00 to 16:25

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

**Invite Parent/Guardian** ✕

You may invite an additional parent/guardian to also attend the video call.

Name \*

Email \*

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron  
 Liz Aaron  
 Chris Aaron

You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

**Video Call Invitation**

**Primary School Parents' Evening**

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time.

Or paste this link into your browser:  
<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

You will then see a Manage invites box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and also allows you to Resend invites or Remove them.

**Manage Invites** ✕

You may invite an additional parent/guardian to also attend the video call.

[New Invite](#)

**Current Invites**

To change invited guests, please remove and then invite again.

**Elizabeth Aaron**  
 eaaron@test.com  
 For: Liz Aaron

**Jane Aaron**  
 jaaron@test.com  
 For: Sophie Aaron

If you click Remove the link in the previously sent invitation will no longer work and that person can no longer join the video call.

**Note that a call can have a maximum of 4 people in it at any one time. In cases where a school has assigned 3 teachers to take joint appointments for a class, a parent can still invite a guest, but once the number of participants in the call reaches 4 no further people can join it (unless one of them leaves).**