

Leavesden Green School



Parents Consultation Evening

	<p>Go to: http://leavesdengreen.parentseveningsystem.co.uk/</p> <p>This page will appear.</p> <p>Fill in all the boxes with your child's details.</p> <p>Select Login & Continue.</p>
	<p>On the next page select which day you would like to book.</p>
	<p>Your child's teacher will automatically be selected.</p> <p>Click Continue to Book Appointments</p>
	<p>The next page gives you the option to book all available appointments.</p> <p>Select which time you would like (if you make a mistake you can click on the red cross next to your child's name once booked).</p>
	<p>Once you have selected a time a message will appear. You are given the option to leave a message for the teacher or select Add Appointment to complete the process.</p>
	<p>This message will appear at the end you will also be sent an email to confirm your appointment.</p>

Please contact the office if you experience any problems booking appointments or if you are unable to book online.