Our Ref: BB/eww/app

May 2023

Dear Parent/Guardian

Year 7 Parents' Evening Appointments

We would like to inform you that Oldbury Wells School will soon be hosting the Year 7 Parents' Evening on **Thursday 18th May**, 17:00-19:00.

The evening will allow parents/guardians the opportunity to discuss their child's progress and allow teachers, the chance to offer parents/guardians and students, advice on how they can improve their learning experience.

The meetings will take place in the West Hall and surrounding classrooms **– except for Mr Winwood's Technology classes, 7X2 and 7Y1**, who will be able to book **a virtual meeting with Mr Winwood's on Wednesday 17th April.**

All appointments will be available to book from 4pm on 10th May – 16th May . To make your appointments please login at: https://parents-booking.co.uk/oldburywells

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth*
- The email address field is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

*The login details you enter <u>must</u> match those we have on record for you. You will need to either use the legal student names to log in or the preferred or shortened names, depending on which matches the school records. A 'How to Guide' has been attached but if you do need any further assistance please contact emily.woodward@oldburywells.com.
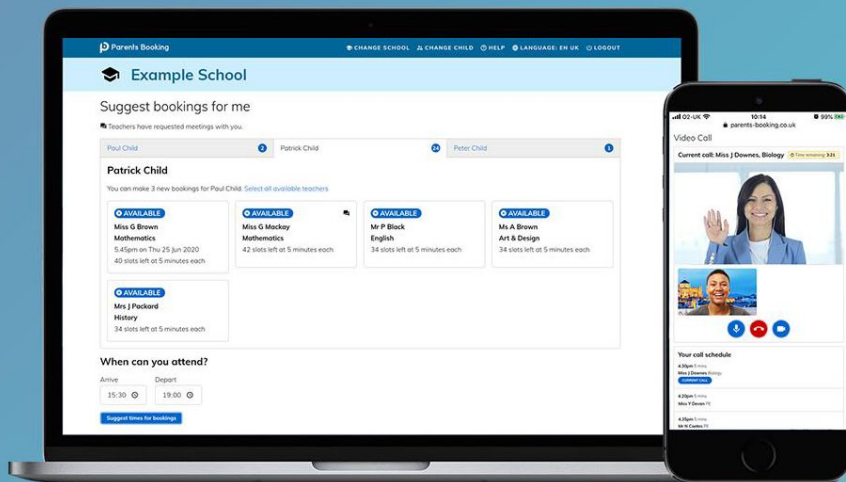
After you have made your appointments, you can choose to print or e-mail a confirmation.

If you are unable to book appointments from home, please contact the school and we will try and assist where possible. If you have any queries, then please do not hesitate to contact us.

Yours faithfully

Mr B. Brown
Assistant Headteacher

1. The school will have sent you a website address to login with.

www.parents-booking.co.uk/oldburywells

2. Next, login by completing the requested fields

After logging in you will be shown any parents' evenings, events or clubs that are bookable.

You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me
or
Make Bookings for Myself

The instructions for both of these options are shown on the next few slides.

Suggest Bookings for Me

Parents Booking

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.

## Make Bookings for Myself

Parents Booking
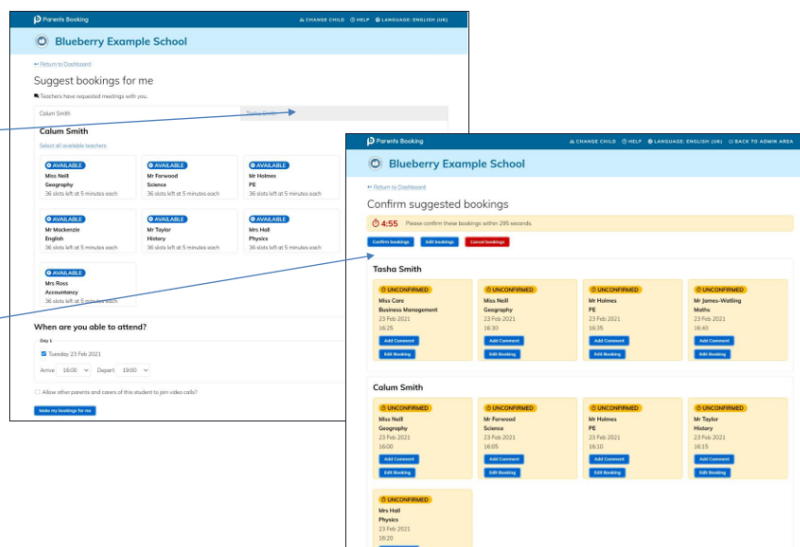
To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.

Help videos

Parents Booking
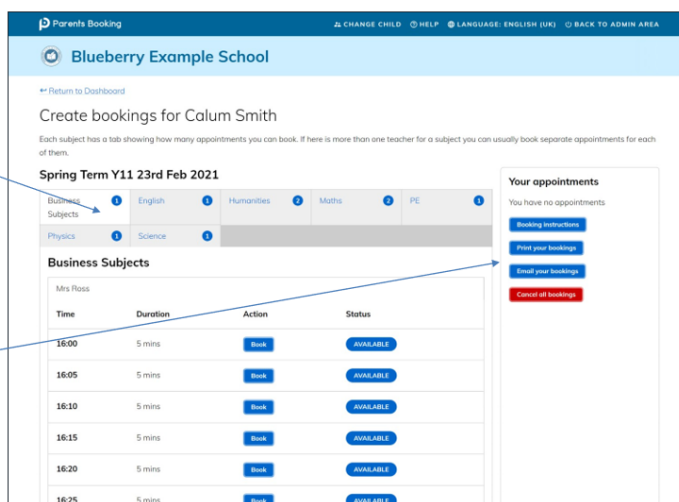
Help videos which explain how parents use the software are available on our Website, here: https://parents-booking.com/support/instructions-for-parents/