Our Ref: BB/CCO/app

October 2024

Dear Parent/Guardian

Year 11 Parents' Evening Appointments

We would like to inform you that Oldbury Wells School will soon be hosting the Year 11 Parents' Evening on **Thursday, 24th October**, **4.30-7.00pm**. We recognise that this is also the same evening as one of the Shrewsbury Colleges Group open evenings, therefore, we are writing to you sooner than usual, to provide you the opportunity to attend an earlier SGC open evening, should you wish to.

The OWS parents' 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 best prepare for the upcoming Y11 mock exams that start on 20th November.

The meetings will take place in the West Hall and surrounding classrooms, **except for Mrs Bells' Resistant Materials classes**, who will be able to book a **virtual meeting with Mrs Bell for Tuesday, 22nd October.**

All appointments are 5 minutes in duration. Please be aware that staff will work to these timelines to ensure that the evening runs effectively within the times allocated for families; staff will need to finish the conversation on time. If there is still a need for further consultation about your child, you can email the teacher to arrange a mutually agreed date and time to discuss any further details or complete a request card to ask for further discussion.

All appointments will be available to book from 8th Oct – 21st Oct. 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.
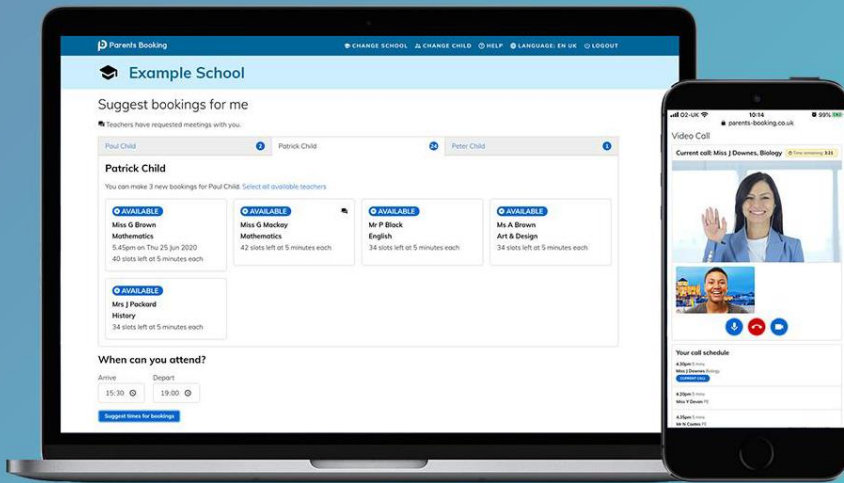
**The login details you enter must match those we have on record for you and your child. You will need to either use the legal student names to log in or the preferred or shortened names, depending on which matches the school records. A 'How to Guide' has been attached but if you do need any further assistance please contact claire.cowburn@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
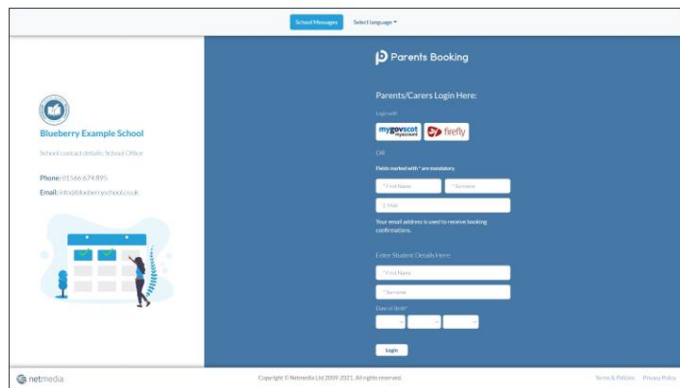Assistant Headteacher

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Headteacher: Mr Lee Tristham
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Tel: 01746 765454
Email: school@oldburywells.com
Web: www.oldburywells.com

T: 01746 760509
E: office@trusted-schools.com
E: finance@trusted-schools.com
Company Number: 09617166

How do I login?

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

Dashboard

After logging in you will be shown any parents' evenings, events or clubs that are bookable.
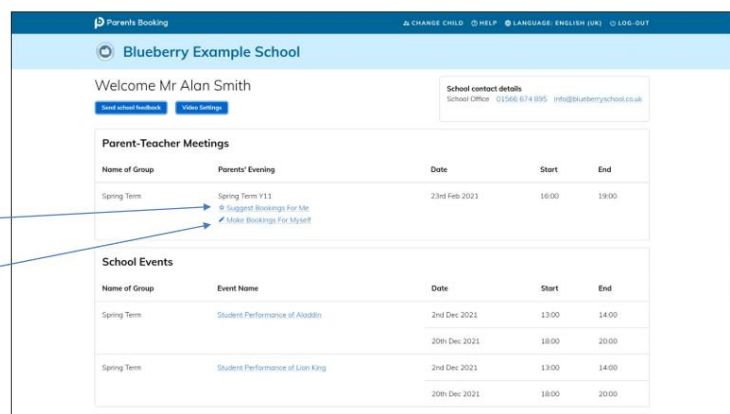
You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me
or
Make Bookings for Myself

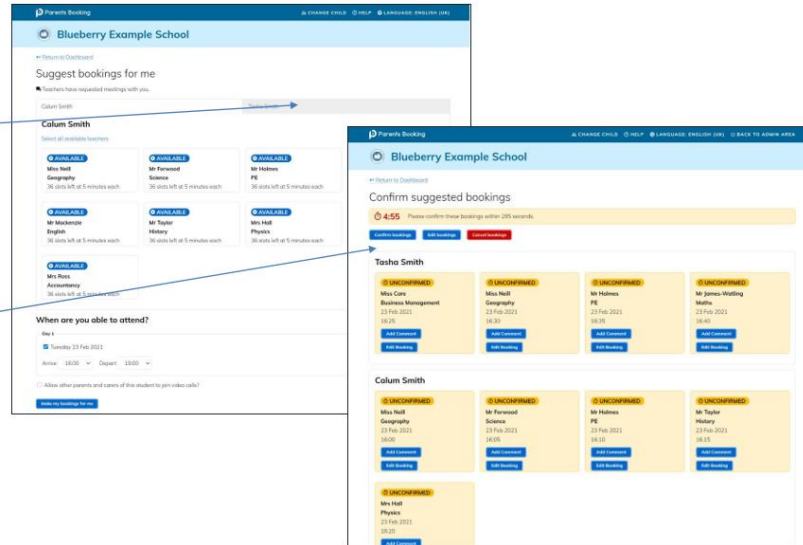The instructions for both of these options are shown on the next few slides.

Suggest Bookings for Me

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.

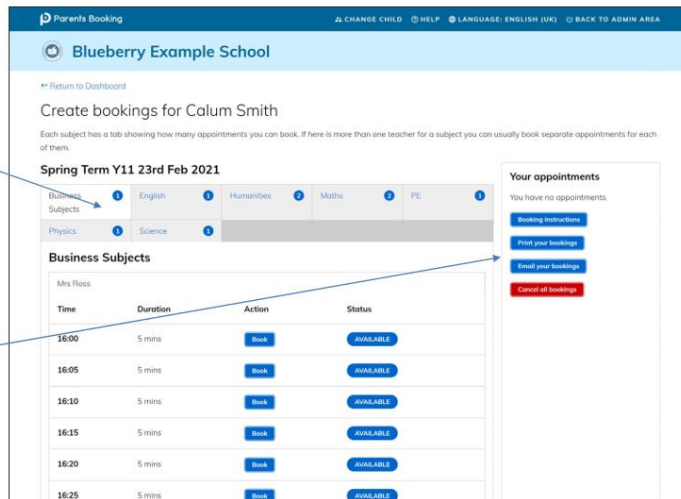## Make Bookings for Myself

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

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