



Our Ref: CXS/CCO/y7tutormtg

8th October 2024

Dear Parent/Guardian

Year 7 New Student Tutor Meeting

We hope you have had a restful summer holiday, and it is great to welcome our new students to school. We would like to inform you that Oldbury Wells School will be hosting a **Year 7 New student tutor meeting**. This meeting will be an opportunity for parents to meet your child's form tutor, receive an update about how your child has made the transition into secondary education and give an opportunity for you to ask any questions you may have.

We would like to welcome you to make an appointment for the **Year 7 New student tutor meeting** which will be on **Thursday, 17th October** from **16:30-19:00**. *Except for Mx S Farrington, who will meeting on **Tuesday, 15th October** from **16:30-19:00**.*

All meetings will take place **online** and you will need to make an appointment using the **online booking system**. Appointments are available to book from **Wednesday 8am on 9th October until 4pm on Tuesday, 15th October**. To make your appointment 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.

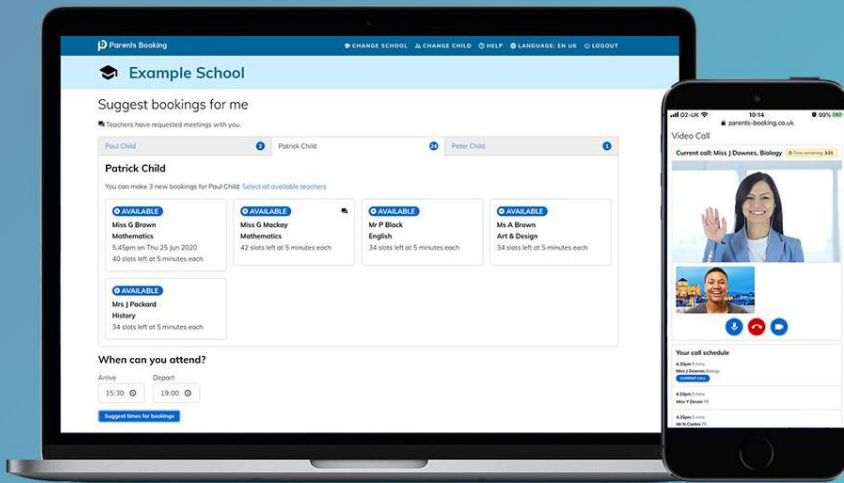
**The login details you enter must match those we have on record for you. You will need to either use the legal student names to log in or the preferred or shortened names, depending on which matches the school records.*

A 'How to Guide' has been attached but if you need any further assistance or you are not able to book, please contact claire.cowburn@oldburywells.com.

Kind Regards,

Mr C Smith
Head of Year 7
Chris.smith2@oldburywells.com

Aspire | Enjoy | Achieve

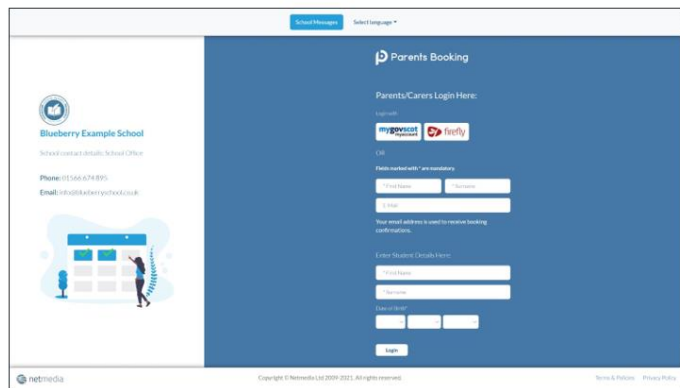


How do I login?

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.

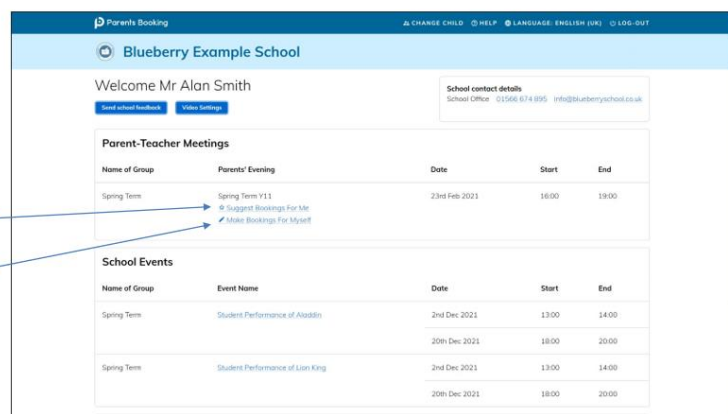
You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me

OR

Make Bookings for Myself

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

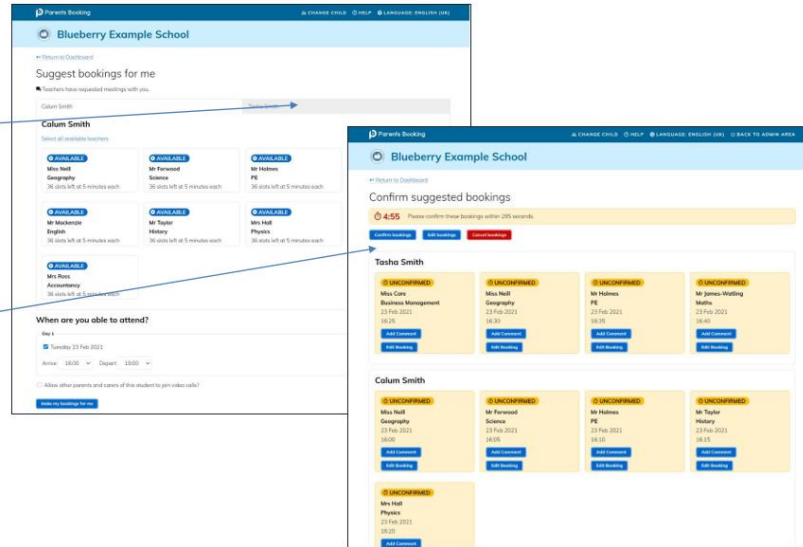


Suggest Bookings for Me



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

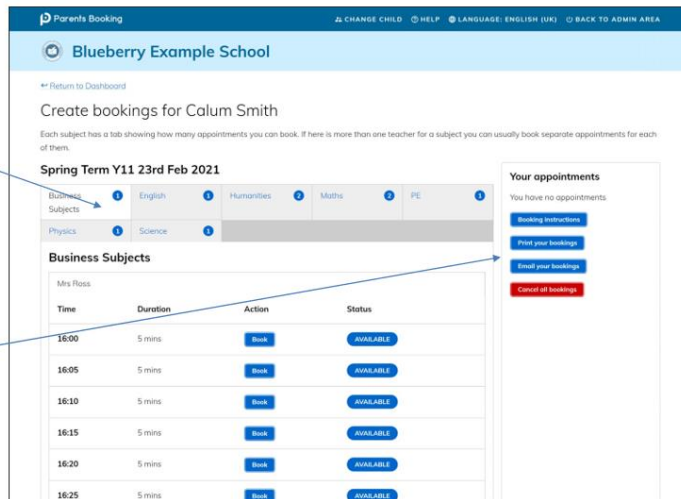


To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

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/>

