



a *CARING* school

Olney Middle School

Yardley Road, Olney, Bucks. MK46 5DZ

Telephone : 01234 711323

Fax: 01234 714389

Email: office@olneymiddle.milton-keynes.sch.uk

www.olneymiddle.milton-keynes.sch.uk

Headteacher: Mr Glenn Young

Dear Parent/Guardian,

Spring Consultation Evenings 2018 - Online Appointment Booking

I would like to invite you to attend our Parent Consultation Evenings on either Tuesday 13th March from 5 pm to 7.30 pm or Thursday 15th March from 3.30pm until 6 pm. 6JH will have their early evening appointments on Friday 16th March. Arrangements for the parents of 4KD will be issued shortly.

The school has an easy to use online appointment booking system which allows you to choose your own appointment times with teachers. Families will be able to book one consultation appointment for each child for either one of these evenings and you will receive an email confirming your appointment/s. If you have also received a letter to make a SEND/PP parent consultation however, you will not need a second appointment.

The appointment will consist of a 10 minute consultation with your child's class teacher which will be held in your child's classroom with an opportunity to look at their books.

Appointments can be made from now and the online lists will be closed on the day before the consultation evening. Should you wish to make any changes after this date please contact the school office.

Please visit <https://olneymiddle.parentseveningsystem.co.uk> to book your appointment/s. (A short guide on how to add appointments is included overleaf).

Login with **your full name** and the following information. For safeguarding and security it is important that the format of both matches the computer records in school. The system uses information from the school office computer system and slight differences in data might cause problems with you logging on so please take care when logging in.

If you do not have access to the internet or any other problems arise, please contact the school office who will be happy to add appointments on your behalf.

Olney Middle School is always striving to improve and we take your views seriously. At the parents evening there will be a short electronic survey for you to complete, available on some laptops in the reception area. We would be very grateful if you would take the time to complete a questionnaire

Yours sincerely,

Glenn Young
Headteacher



OMS Parents' Guide for Booking Appointments

Browse to <https://olneymiddle.parentseveningsystem.co.uk/>

Parents' Evening System

Welcome to the Olney Middle parents' evening booking system. Appointments can be amended up to one hour before the email confirmation - please ensure your email address is correct.

Your Details

Student's Details

[Log In](#)

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you. NB You will need to complete this process separately for each child.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Please ensure that you use your own full name that matches the details you have given us and please note that in some circumstances manual booking via the school office is still required.

Registration class – eg: 3LB, 5OLT etc

Primary School Parents' Evening

The 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 14th March

[Click for bookings](#)

Friday 17th March

[Click for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? [Click I'm unable to attend.](#)

Choose Booking Mode

Select how you'd like to book your appointment(s) 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](#)

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 Teachers

If you'd like to see more than one teacher, please click their name before clicking the button to continue.

Don't

Mr J Brown

Class 10B

Ms A Wheeler

Class 11A

And/or

Miss B Paul

Class 10F

[Continue to book appointments](#)

Step 4: Choose Teachers

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.

NB For classes with two teachers, each teacher will work one of the parents evenings

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

Confirm Appointment Times

The following appointments have been created based on your choices. Please check that they are correct and then click the button to confirm.

Time	Teacher	Duration	Subject	Room
17:15	Mr J Brown	30	English	10B
17:20	Miss B Paul	30	Mathematics	10F
17:45	Ms A Wheeler	30	History	11A

[Confirm 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.

Time	Mr J Brown Class 10B (10)	Miss B Paul Class 10F (10)	Ms A Wheeler Class 11A (11)
17:15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17:45	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 5b (Manual): Book Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.

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*.

