



a *CARING* school

# Olney Middle School

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Headteacher: Mr Glenn Young

Dear Parent/Guardian,

## Autumn Progress Checks and Consultation Evenings 2018 - Information

I am writing to inform new parents and remind current parents of the arrangements for Progress Checks and Consultation Evenings at Olney Middle School.

We send out Progress Checks twice a year, just before Consultation Evenings to inform you of your child's current "working at" level and effort grade. These will be sent home on Wednesday 3<sup>rd</sup> October with an explanatory letter attached. Please read this carefully as it will explain all the acronyms and jargon that we use!

We would then like to invite you to bring your child's Progress Check with you when you attend our Parent Consultation Evenings on either Tuesday 9<sup>th</sup> October from 3.30pm until 6pm or Thursday 11<sup>th</sup> October from 5 pm to 7.30 pm. Teachers have been working hard to set individualised targets for each child based on their current work and these targets, as well as any action points for your child, will be discussed at the Consultation Evenings

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 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 Consultation 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 Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

### Your Details

Title:  First Name:  Surname:   
 Email:  Confirm Email:

### Student's Details

First Name:  Surname:  Date Of Birth:

## 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' evenings are 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 16th March

[Open for bookings](#)

Friday 17th March

[Open 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 appointments 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.

## 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 don't wish to search teacher before clicking them before clicking the button to continue.

Ben



Mr J Brown

Class 10A



Mrs A Wheeler

Class 10A

Andrew



Miss D Patel

Class 10A

## 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 generated for your session. If you're happy with them, please click the Accept button at the bottom.

Time	Teacher	Class	Subject	Room
11:15	Mr J Brown	10A	Maths	10A
11:20	Miss D Patel	10A	Mathematics	10A
11:45	Mrs A Wheeler	10A	English	10A

## 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.

Mr J Brown Class 10A (A2) Ben  
 Miss D Patel Class 10A (MS) Andrew  
 Mrs A Wheeler Class 10A (S2) Ben

14:00

14:45

15:30

17:00

## 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*.

My Bookings

Parents' evening confirmation? Please view the details of your appointments and print out a copy of your appointment times to bring to the parents' evening.

Time	Teacher	Class	Subject	Room
14:00	Mr J Brown	10A	Maths	10A
14:45	Miss D Patel	10A	Mathematics	10A
15:30	Mrs A Wheeler	10A	English	10A
17:00	Ben	10A	Maths	10A
17:00	Andrew	10A	Mathematics	10A
17:00	Ben	10A	English	10A