

## KS2 PARENTS' EVENINGS

Monday 27<sup>th</sup> September (3:30 – 5:30pm)

Thursday 30<sup>th</sup> September (4:30 – 7:00pm)

Online Appointment Booking



20 September 2021

Dear Parents,

I would like to invite you to attend our Parents' Evenings on Monday 27<sup>th</sup> September or Thursday 30<sup>th</sup> September. This is an important evening and provides you with an opportunity to discuss how your child has settled into their new year group with their tutor. The evening will be held in person with safety measures in place to protect parents and staff. Please wear a face covering and where possible, only one person is to attend the appointment to reduce numbers in the hall. Please call the office if you have any Covid symptoms to rearrange your appointment.

The academy has an online appointment booking system. This allows you to choose your own appointment times with their tutor and you will receive an email confirming your appointment. The appointments will take place in the hall.

Appointments can be made from Monday 20<sup>th</sup> September from 3pm. Your final opportunity to make appointments will be up to 4pm on Wednesday 29<sup>th</sup> September. Should you wish to make any changes after this date, please contact the academy office. Please note: For 5O Mrs Higgins will be available Monday 27<sup>th</sup> and Mrs Roberts on Thursday 30<sup>th</sup>. Mrs Pegler will join Mrs Pinches for 6S on Thursday 30<sup>th</sup> September.

Please contact the office or the tutor directly if you cannot make these dates and an alternative can be offered.

Visit <https://oakfieldacademy.parentseveningsystem.co.uk> to book your appointments. This link, along with a help sheet, can also be found on our website under the Parents tab and Parents Evening. Login with the following information:

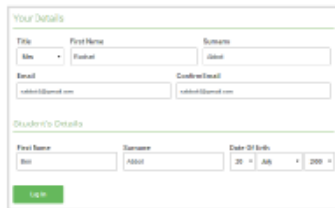
Student's First Name  
Student's Surname  
Date of Birth

If you do not have access to the internet, please contact the academy office who will be happy to add appointments on your behalf.

Yours sincerely,

Mrs K Bryan  
Head of KS2 Curriculum





## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

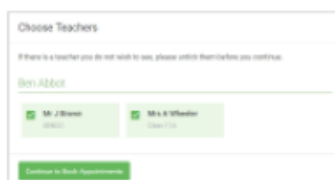
Unable to make all of the dates listed? Click *I'm unable to attend*.



## 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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



## 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.



## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.