



# South Ossett Infants' Academy

Vicar Lane, Ossett, West Yorkshire, WF5 0BE

Telephone **01924 274380**

Email: [headteacher@southossett.wakefield.sch.uk](mailto:headteacher@southossett.wakefield.sch.uk)

Headteacher: Mrs Tina Shute

Designated Safeguarding Lead: Mrs Tina Shute

Registered in England. Company No: 7851205

5<sup>th</sup> February 2024

## Parents' Consultations - Online Appointment Booking

Please choose a time for an appointment for **Year One Parents' Consultations**

**Wednesday 6<sup>th</sup> March 3.30 – 5.00pm Phone Appointments**

**Wednesday 28<sup>th</sup> February 3.30 – 5.30pm in Person Appointments – coming into school**

The appointment time is for a **ten minute** appointment whether in person or a telephone appointment.

Once you have added the time you would like to book, it will say *add a message for your teacher*. Please can you add the phone number that you would like us to call you on for telephone appointments only.

We use an online appointment booking system. This allows you to choose your own appointment times and you will receive an email confirming your appointments.

Appointments can be made from Monday 19<sup>th</sup> February 10am.

Please visit <https://southossett.parentseveningsystem.co.uk/> to book your appointments. (A short guide on how to add appointments is on the back of this letter and the link and letter are on the Website).

Login with the following information:

Student's First Name:	Forename
Student's Surname:	Surname
Date of Birth:	dd/mm/yyyy

If you do not have access to the internet or have difficulty with the system, please contact Mrs Tabone.

Kind regards

Mrs Shute  
Headteacher



# Parents' Guide for Booking Appointments

Browse to <https://southossett.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: Mrs, First Name: Rachael, Surname: Abbot  
Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointment will be sent to the email address you provide.

Please use your child's legal name.

Date of birth – e.g. 26/11/2005

Primary School Parents' Evening

This 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, 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

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 the teacher, choose Manual. Then press *Next*.

Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Andrew

- Miss B Patel (Class 10E)

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 teacher you would like to book an appointment with. Where your child is taught by two teachers it will say Year One Teacher or Foundation Stage Teacher. You are booking **one** time slot, not to see a particular teacher.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

Accept Appointments | Cancel 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.

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Grey cells are unavailable.

Once you're finished booking your appointment, one appointment per child, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 11 Subject Evenings

My Bookings

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

Print

My Bookings

## 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*