



# OAKGROVE SCHOOL

A member of the Kingsbridge Educational Trust  
Chair of Governors: Daniel Hewett BSc; ARCS; MInstP; MBA; MCIM



7<sup>th</sup> February 2020

Dear Parents/Carers,

## Spring Term Primary and Nursery Parents' Evening

We would like to invite you to make a booking to see your child's class teacher at the forthcoming Parents' Evening which will take place on the following days:

**Tuesday 25<sup>th</sup> February from 4pm-6pm**  
**Thursday 27<sup>th</sup> February from 5pm-8pm**

This meeting is intended to give teachers and parents the opportunity to discuss how well children have settled in to the new school year, the progress they have made and their key objectives moving forward.

Bookings for the Parents' Evening are done by parents using the Oakgrove School Online Booking System. The main advantage of using this system is the ability for parents to manage their own bookings. The system allows you to choose the times that suit you best; parents with multiple children at the school can easily coordinate all the bookings for all their children; and all booking details are confirmed with an immediate confirmation email.

Please see the instructions at the end of this letter on how to log on to the system and make your bookings.

The online booking system will **open at 9am on Tuesday 11<sup>th</sup> February** and will **close for bookings at 4pm on Monday 24<sup>th</sup> February**. Please ensure you have logged on and made your appointment by this time.

**If you are unable to access the internet please contact the School Office on 01908 545300 for assistance.**

Yours faithfully,

Mr M Sim  
Headteacher, Primary and Nursery

**Secondary Address:**  
Venturer Gate, Middleton  
Milton Keynes, MK10 9JQ  
**Email:** oakgrove@oakgrove.school

**Headteacher (All-through):** Ian Tett BSc; C.Geog; PQSI; NPQH  
**Senior Deputy Headteacher:** Nicola Irwin-Morris BSc; PQSI; NPQH  
**Headteacher (Primary and Nursery):** Mark Sim BA; PGCE; MBA  
**Deputy Headteacher:** Ian Boon BEd  
**Web:** www.oakgrove.school | **Tel:** 01908 545300

**Primary Address:**  
Atlas Way, Oakgrove  
Milton Keynes, MK10 9SG  
**Email:** primary@oakgrove.school



## Parents' Evening Online Booking System Instructions

To book an appointment you will need to log on to the Oakgrove School Online Booking System at

<https://www.parents-booking.co.uk/oakgrove> (there is also a link on the main school website)

At the log-in screen you will need to enter:

- Your surname
- Your child's chosen forename and surname
- Your child's date of birth (dd/mm/yyyy)

Once you have logged in you will be able to book your parents evening slot from the available times. Simply choose the time slot you require and then click to reserve the available slot. If you have another child at the school you can book their Parents' Evening time slot by selecting the 'Change Child' tab at the top of the page and their details will be listed.

If you encounter any difficulties, there is a video tutorial at the top of the screen which will guide you through the process. Alternatively, you can contact our administration staff on: [primary@oakgrove.school](mailto:primary@oakgrove.school) or [parentsevening@oakgrove.school](mailto:parentsevening@oakgrove.school)

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