

# Parents Evening Booking System – Parent Guide

**Website:** Type into your web browser: [oxenhope.parentseveningsystem.co.uk](https://oxenhope.parentseveningsystem.co.uk)

Oxenhope CE Primary School

### Parents Evening System

Welcome to the Oxenhope CE Primary School 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  1  January  2010

[Teacher Login](#) [Administrator Login](#)

Parents Evening System

The system is linked to our School Information Management System (SIMS). Your login details need to match what we have on our system, so if you have any difficulties, please just contact the school office. ([office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk) 01535 642271). If you haven't already provided the school office with an email address, please use the same one you use to log in to Parent Pay.

Once you have logged in you will see this screen; select the date you wish to attend.

Oxenhope CE Primary School

### Parents Evening

There will be refreshments and lots of information available in the school hall - come and say hello before or after your appointment.

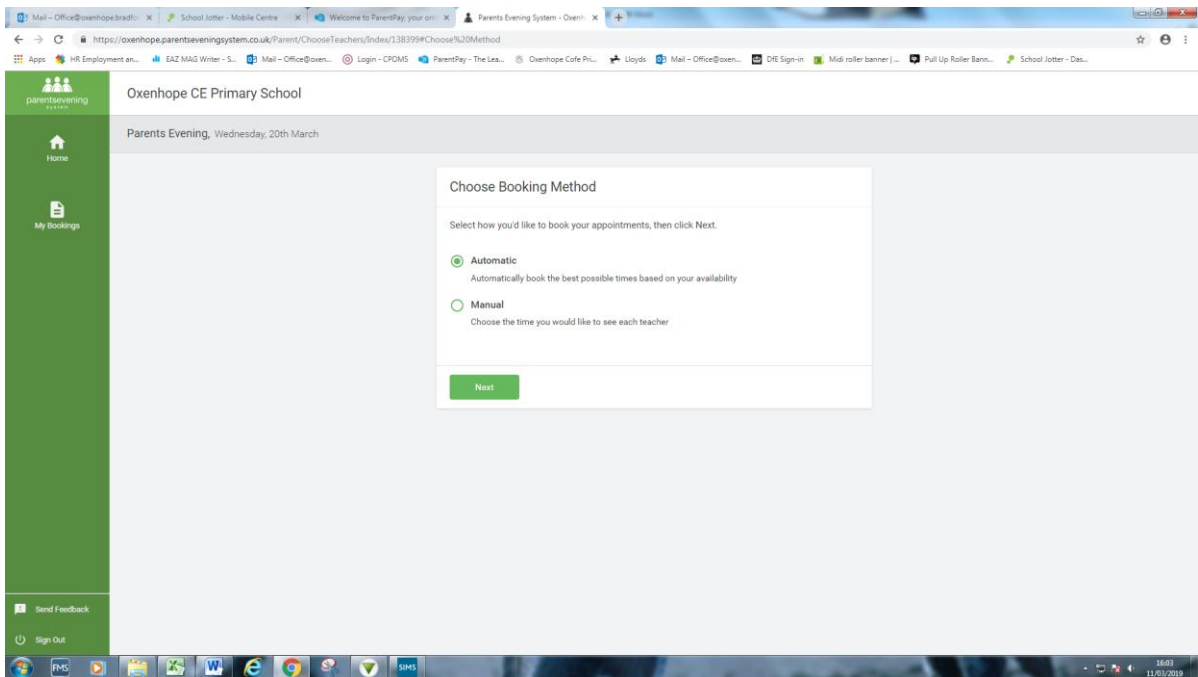
Click a date to continue

**Wednesday, 20th March**  
[Open for bookings](#)

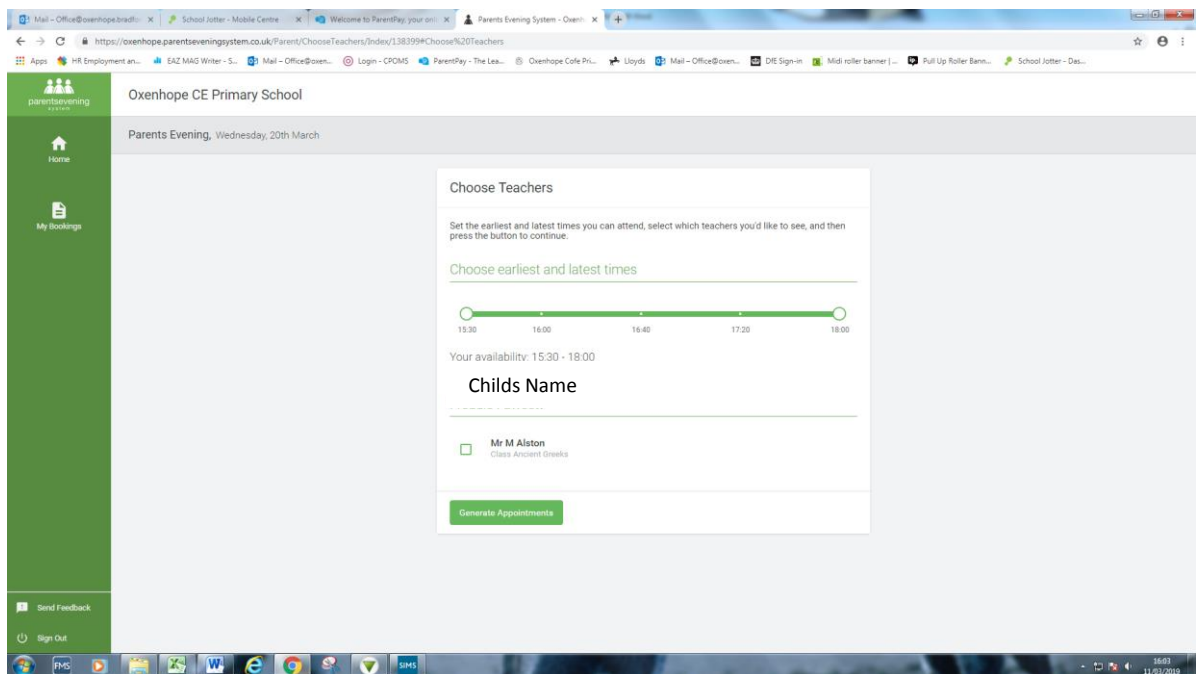
**Thursday, 21st March**  
[Open for bookings](#)

[I'm unable to attend](#)

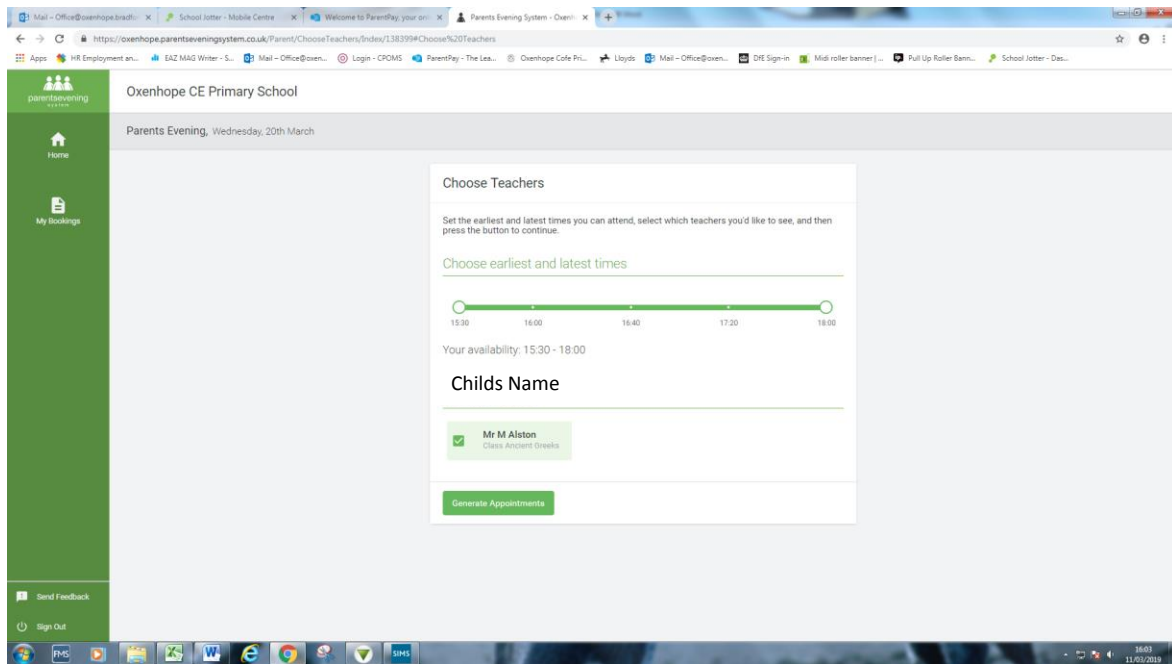
Choose the option of how you would like to book your appointment.



You can move the parameters on the bar to specify your preferred times (click & slide either end).



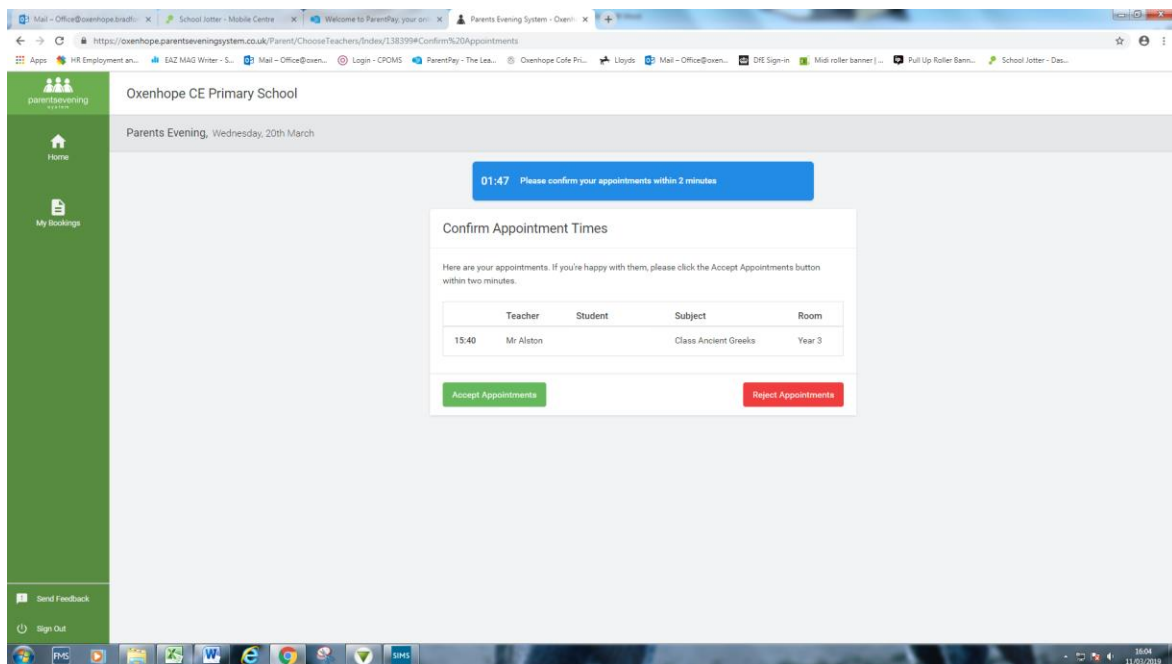
Check the box to select the teacher you would like to see:



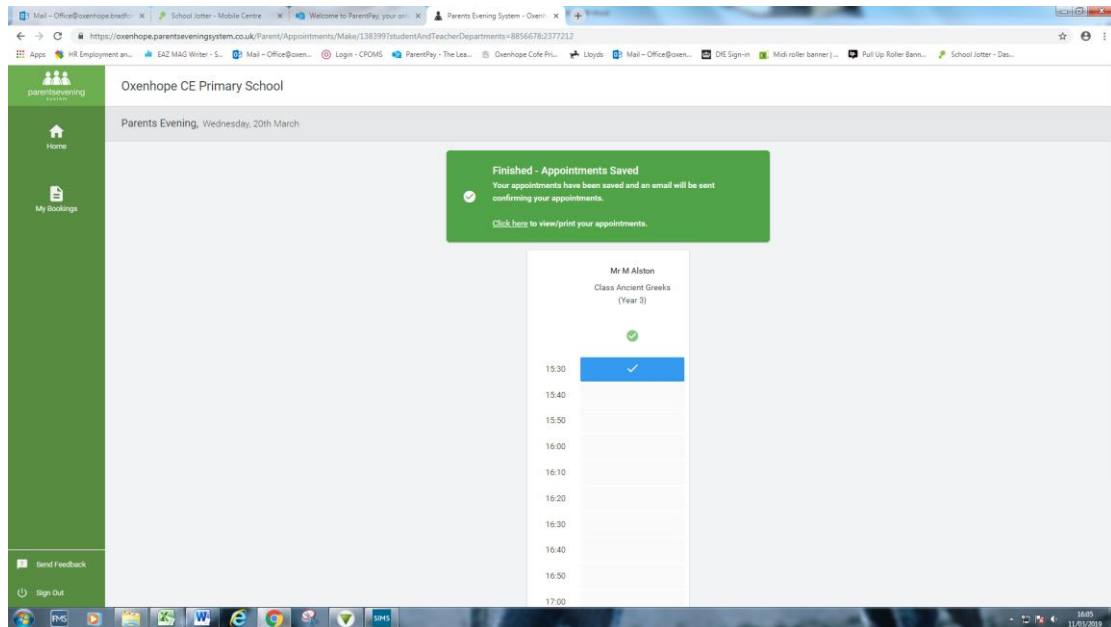
You will be given an appointment time.

Either accept or reject the appointment using the buttons. If you accept you will receive an email to confirm your appointment.

If you reject, it will take you back to the booking screen for you to select another time.



Before you log out, you will see this screen confirming when your appointment is booked for. If you need to change your time, you can log back in, click on the existing appointment, choose to delete it. Then you can re-book selecting an alternative time.



If you have any problems, please contact the school office.

Email: [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)

Phone: 01535 642271