

Oaklands Catholic School and Sixth Form College

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Edith Stein Catholic Academy Trust
(A Company Limited by Guarantee)

Registered in England and Wales, Company No 07721932

Headteacher: Matthew Quinn B.Ed (Hons), M.A., NPQH

20th November 2022

Dear Parent/Carer of students in Year 12,

Y12 Parents' Evening Consultation: Thursday 1st December 2022

This letter is to provide you with details/instructions for Year 12 parents' evening, which will take place on Thursday 1st December.

The software used allows for appointments to be made by parents online in advance of the event; the same software is then used to complete the video calls on the evening.

The evening will run from **16:30-20:00**, with 5-minute appointments for each subject. Before the booking system goes live to parents, staff will have indicated the three-hour slot for which they are available. Staff have the choice to complete the calls in school or from home. Staff staying in school are likely to make themselves available 16:30-19:30; staff choosing to do the calls from home might opt to start later.

As previously stated, staff can complete the appointments from school or conduct them from home; they have been given clear guidance on how these calls are to be conducted. We would ask that parents consider these calls to be the same professional conversation that you would have in a normal face-to-face meeting. As such, we would ask that parents and students remain on camera for the duration of the call and that no-one is participating off camera. We would ask that you select an appropriate location, free from potential interruptions and noise and that all participants are appropriately dressed for the meeting.

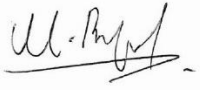
On page 3, I have provided instructions for how you book the appointments. The system links to our SIMS data system and will allow parents/carers who are 'priority 1' and 'priority 2' on our records to make the appointments. **The window to make the appointments will be 20:00 on Sunday 20th November to 12:00 on Thursday 1st December.** I would urge parents to perform this task as soon as possible – if there any issues with access, it will give me more time to resolve them.

The focus of this evening will be academic subjects, so we would ask that you do not attempt to make appointments with your child's tutor. Tutors are Sixth Form teachers themselves, so they need to be available for those parents. Please use the email facility to communicate with your child's tutor if there any pastoral concerns. Some of you will have been given the opportunity to book an appointment with Mrs Chinorwadza, Mrs Groucott or Mr Godwin about careers/pastoral matters – if you do not wish to make that appointment, please deselect the option if you intend to book using the automatic function.

Please contact the subject teacher or Mr Godwin (Director of Sixth Form Learning) if there are any queries that you might have following the conversations on the evening.

I hope that these instructions are clear. If you have any difficulties, or any questions relating to this event, please do not hesitate to contact me – m.bamford@oaklandscatholicschool.org.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Bamford', is enclosed in a white rectangular box.

Mr M Bamford

Assistant Headteacher

Your Details

Title: Mrs Rachael Abbot
 First Name: Rachael Surname: Abbot
 Email: rabbot@gmail.com Confirm Email: rabbot@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 appointments will be sent to the email address you provide.

Parents' Guide for Booking Appointments

Browse to the login screen:

<https://oaklandscatholic.schoolcloud.co.uk/>

VIDEO TUTORIAL PROVIDED BELOW

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*.

[Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parenteveningsystem.co.uk\)](#)

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 (BUT PLEASE ENSURE THAT YOU DO NOT GET MULTIPLE BOOKINGS PER SUBJECT, UNLESS YOUR SON/DAUGHTER HAS BEEN TOLD TO DO SO)- SEE STEP 4 BELOW. 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.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

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 teachers you'd like to book appointments with (your child will know who to make appointments with if they have shared teachers for a class). A green tick indicates they're selected. To de-select, click on their name.

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	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Minamara	Andrew	French	L4

Accept Appointments Cancel Appointments

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).

Teacher	Student	Subject	Room
Mr J Brown SENCO (A2)	Ben	English	E6
Miss B Patel Class 10E (H3)	Andrew	Mathematics	M2
Mrs A Wheeler Class 11A (L1)	Ben	French	L4

16:30

16:40

16:50

17:00

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.

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.

My Bookings

Next 11 Parents Evening
Thursday, 16th April

We have confirmed all the appointments. Please check the details of the appointments you have booked and print them if you wish. You can also print them if you wish to add them to your calendar.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs A Wheeler	Ben	French	L4
Miss B Patel	Andrew	Mathematics	M2
Mr J Brown	Ben	English	E6
Mrs A Wheeler	Ben	French	L4
Miss B Patel	Andrew	Mathematics	M2
Mr J Brown	Ben	English	E6
Mrs A Wheeler	Ben	French	L4
Miss B Patel	Andrew	Mathematics	M2

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*.

Preparing for the evening – the actual video calls

Having made the appointments, you will not need to log in to the system until just before the time of your first video appointment. In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

The company also recommends:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo (but we had no problems in tests events just using laptops/phones without a headset).

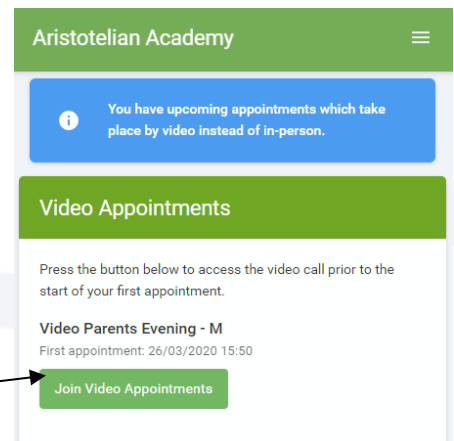
It might be worth giving yourself a few extra minutes to ensure that you are ready to take the first of your calls.

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening <https://oaklandscatholic.schoolcloud.co.uk>, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment.



The screenshot shows a mobile application interface for 'Aristotelian Academy'. At the top, there is a green header with the school name and a menu icon. Below the header is a blue notification box with a white information icon and the text: 'You have upcoming appointments which take place by video instead of in-person.' Underneath the notification is a green section titled 'Video Appointments'. This section contains the text: 'Press the button below to access the video call prior to the start of your first appointment.' Below this text, it says 'Video Parents Evening - M' and 'First appointment: 26/03/2020 15:50'. At the bottom of this section is a green button with the text 'Join Video Appointments'. An arrow from the text in the previous block points to this button.

2. The Video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the *Start Appointment* button.

3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call, you will see them in the main part of the screen and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

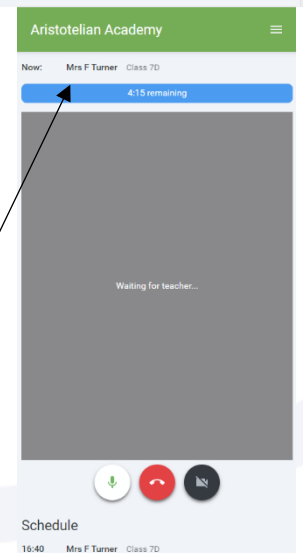
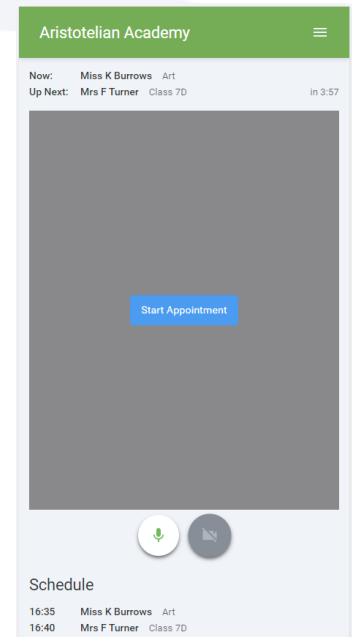
Note that if you or the teacher are late, or leave and re-join the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.

4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it. **Note** that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment, you will see a countdown telling you how long until the start of your next appointment.





Video appointments are now finished

Once your final appointment for the evening is complete, you will see a message advising you of this.

Postscript - Parents in two locations

A recent addition is the ability to invite someone else to join your call – e.g. if parents are in two locations. Full instructions for how to do this are provided here - [Video: Parents - invite another parent/guardian to join your appointments - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](#)