

# Oaklands Catholic School and Sixth Form College

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

8<sup>th</sup> November 2023

Dear Parent/Carer,

## **SEN Parents' Consultation: Monday 13<sup>th</sup> November 2023**

This letter is to provide you with instructions for the next SEN parents' consultation, which will take place on **Monday 13<sup>th</sup> November 2023**. This session offers an opportunity for a 10-minute virtual appointment or in-person appointment with Mrs Rowsell who is the SENCO at the school or with Mrs Sullivan, our Assistant SENCO. These sessions are held termly in order to assess current needs and plan support and intervention needed each term.

Mrs Rowsell has made herself available **ONLINE** between 9.00 to 13.00 for 10-minute virtual appointments. They will both be available from 16.00 to 18.00 on the same day for **IN-PERSON** appointments in the Hall (however, if that is the only time you can do and you would prefer a virtual appointment, they will have their laptop with them too). Please only make one appointment. Please contact Mrs Simmons – [a.simmons@oaklandscatholicschool.org](mailto:a.simmons@oaklandscatholicschool.org) - if you have any queries about the event, or would like to schedule an appointment at another time.

These sessions are an opportunity to talk to the Learning Support team about any provision currently in place and support that may be needed for the remainder of the year. We will also share details of how to access the before and after school support sessions for help with basic study skills and homework tasks. If a student has a particular concern about lessons and the support teachers are providing, this can also be reviewed. Students should think about what teachers could do to help during a lesson - i.e. the provision of key words at the beginning of a topic or the use of a timer to help with time management.

On page 2, I have provided instructions for how you book the appointment. 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 booking system will already be 'live' by the time you receive this letter – please make your booking before 21.00 on Sunday 12<sup>th</sup> November.** 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.

Just to confirm - 9.00-13.00 appointments are online only with Mrs Rowsell; 16.00-18.00 appointments are either in-person in the Hall or online with either Mrs Rowsell or Mrs Sullivan.

Your Details

Title: Mrs, 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 appointment will be sent to the email address you provide.

### Parents' Guide for Booking Appointments

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

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 the date listed? Click *I'm unable to attend*.

[Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening](#)

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 (although you are only making one appointment with Mrs Rowsell or Mrs Sullivan)

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.

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 (again, you are only getting one appointment)

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
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

### Step 5a (Automatic): Book Appointment

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).

Time	Mr J Brown (SENCO)	Miss B Patel (Class 10E (HS))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

Your booking 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*.

My Bookings

View 11 Appointments

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Ben	English	E6
17:00 Mr J Brown	Ben	English	E6
17:10 Mr J Brown	Ben	English	E6
17:20 Mr J Brown	Ben	English	E6
17:30 Mr J Brown	Ben	English	E6
17:40 Mr J Brown	Ben	English	E6
17:50 Mr J Brown	Ben	English	E6

### Step 6: Finished

Having made the appointments, you will not need to log in to the system until just before the time of your appointment. In order to make video call 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).

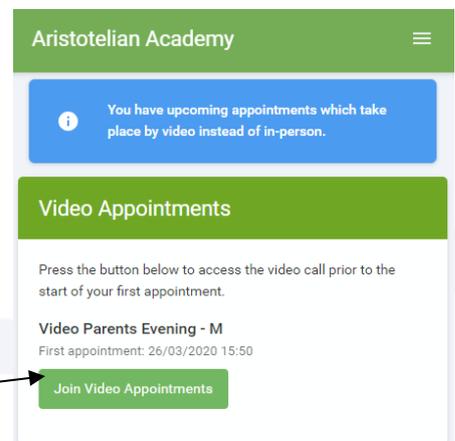
It might be worth giving yourself a few extra minutes to ensure that you are ready to take your call.

### How to attend your appointments via video call

#### 1. Log in and go to the Evening

On the day of the video appointment, 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 an upcoming video appointment and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your appointment.

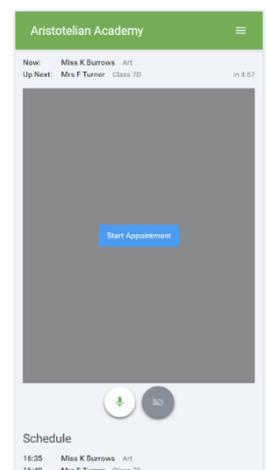


#### 2. The Video Call screen

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

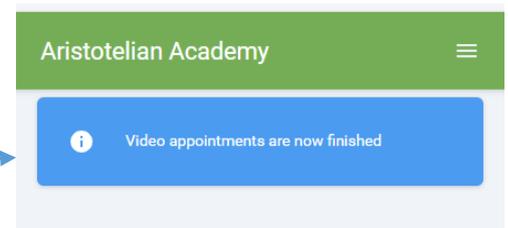
You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

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.

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



**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 \(parenteveningsystem.co.uk\)](https://parenteveningsystem.co.uk)

Please contact Mrs Rowsell/Mrs Sullivan if there are any queries that you might have following the conversation.

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](mailto:m.bamford@oaklandscatholicschool.org) . I am the only person who can help if you are having difficulty accessing the system.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Bamford'.

Mr M Bamford – Assistant Headteacher