

# Oaklands Catholic School and Sixth Form College

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

12<sup>th</sup> December 2023

Dear Parent/Carer of students in Year 11,

## **Year 11 Parents' Evening Consultation: Thursday 11<sup>th</sup> January 2024**

This letter is to provide you with details/instructions for Year 11 parents' evening, which will take place in-person in the Hall on Thursday 11<sup>th</sup> January. The online software we used for the online video calls during Covid times will still be used for the booking of appointments, even though we are meeting in-person.

The evening will run from **4:30-8:00pm**, 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.

To help students and parents/carers prepare for parents' evenings, students are being asked to show the work in their exercise books/online work on Teams/ClassCharts to their parents/carers, where practical, for given subjects. It is hoped that this will create a dialogue at home about the work and progress made by the students, as well as help families prepare for more constructive discussions with teaching staff at the Year 11 evening on 11<sup>th</sup> January. To facilitate this, no *written* homework will be formally set for Year 11 students in the week commencing 3<sup>rd</sup> January (Bank Holiday and INSET on Monday 1<sup>st</sup> and Tuesday 2<sup>nd</sup>); the task instead will be to bring home and share their books/work on Teams/ClassCharts. You will receive a report before the parents' evening with grades from the recent mock exams. No doubt the performance in these exams will form the basis for the discussions on the evening too.

On page 2, 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 from 6pm on 12<sup>th</sup> December to 12pm on 11<sup>th</sup> January.** 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 make appointments with your child's tutor. Tutors are Year 11 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. Please contact the subject teacher or Mrs Mitchell (Head of Year 11) if there are any queries that you might have following the conversation.

Appointments can be made with Mrs Rowsell for SEND students between 5pm and 7pm, but she is also available for drop-in appointments between 7pm and 8pm if any parent/carers wants to have a discussion.

Mr Quinn will address all parents at 6pm.

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).

Yours faithfully,

Mr M Bamford – Assistant Headteacher

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 appointments 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 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 (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		
Miss B Patel Class 10E (H3)	Andrew		
Mrs A Wheeler Class 11A (L1)	Ben		

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
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.

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*.

My Bookings

Next 11 Dates Evening

Thursday, 12th April

17:10 Mr J Brown Ben English E6

17:15 Mrs D Mumford Ben Mathematics M2

17:20 Dr R Minamara Andrew French L4

17:25 Mr J Brown Ben English E6

17:30 Mrs D Mumford Ben Mathematics M2

17:35 Dr R Minamara Andrew French L4