

# Oaklands Catholic School and Sixth Form College

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

Our Ref DG/RM

23<sup>rd</sup> January 2024

Dear Parents/Carers,

## **Year 12 Parents' Evening: Thursday 22<sup>nd</sup> February 2024**

The Parents' Evening for Year 12 students will take place in-person on Thursday 22<sup>nd</sup> February in the Sixth Form building from 4.30pm – 7.30pm.

Colleagues will provide feedback on the recent Year 12 Assessment Week, discuss the recent progress review and give suggestions for improvement. It is expected that your son/daughter will be present for the evening so that the consultation process is used to maximum effect.

The evening will run from 4:30pm-7:30pm, with 5-minute appointments for each subject. The system will also ensure that you have a 5-minute break between appointments to give time to move around the Sixth Form building, which will maximise the time you spend with each teacher. Staff with multiple classes might not be able to see all of their students on the evening. Most Year 12 students have two teachers per subject, so we would ask students to only make one appointment per subject – teachers will let the groups know the arrangement, if this is necessary.

Although the meeting is in-person, we are using the online parents' evening software to book the 5-minute appointments. Instructions for booking are provided on page 2 of this letter. If you have any issues with this, please contact Mr. Bamford – [m.bamford@oaklandscatholicschool.org](mailto:m.bamford@oaklandscatholicschool.org).

An advance reminder that the Sixth Form will be hosting a Year 12 UCAS and Post-18 Pathways information evening for Year 12 parents on Tuesday 27<sup>th</sup> January and details will be sent shortly. Also, the Year 12 mock examinations will take place in the week commencing 22 April 2024. Again, I would be grateful if you could help emphasise the importance of these Year 12 mock exams, especially given that these will be used as a basis for the UCAS predicted grades. Also, as has been explained, those students with a grade U will likely not be able to continue with those particular subjects in Year 13 and alternative pathways explored.

Yours sincerely,

Mr David Godwin  
Director of Sixth Form  
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. 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  
SENGO

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. 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 Monamara	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 SENGO (A2)	Ben		
Miss B Patel Class 10E (H3)	Andrew		
Mrs A Wheeler Class 11A (L1)	Ben		

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.

Year 11 Subject Booking

Thursday, 12th April

We have created a My Bookings page. To manage the appointments you have booked, please visit the My Bookings page.

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

### Step 6: Finished

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*.