

# Oaklands Catholic School and Sixth Form College

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

Our Ref: DG/LS

4<sup>th</sup> February 2025

Dear Parents/Carers,

## **Year 12 Parents' Evening (26.02.25) and Important Dates**

We have organised a Parents' Evening for our Year 12 students to take place on Wednesday 26<sup>th</sup> February, in the Sixth Form building. This is an opportunity to discuss student progress and the Sixth Form teachers will provide feedback on the Year 12 Assessment Week, which is taking place during January. It is expected that your son/daughter be present for the evening, so that these meetings have maximum effect.

The evening will run from 4:30pm-7:30pm, with 5-minute appointments per subject. Although these meetings are in-person, we are using online software to book the appointments. Instructions for booking online are provided on page 2 of this letter. The system will ensure that you have a short break between appointments to give you time to move around the Sixth Form building. Some Year 12 students have two teachers per subject, however we ask that you please only make one appointment per subject area (as opposed to per Teacher).

We look forward to seeing you on the 26<sup>th</sup> February.

### **Key dates for Year 12 students:**

Assessment Week	20/01/2025 - 24/01/2025
Progress Review Report given to students to take home	13/02/2025
Parents' Evening (in-person event in the Sixth Form)	26/02/2025
UCAS and Post-18 Pathways Information Evening *	04/03/2025
Year 12 Mock Exams (students will have study leave during this period) *	28/04/2025 – 09/05/2025
Progress Review Report (including UCAS predicted grades) given to students to take home*	06/06/25

\*Further information to follow

If you have any questions, please do contact us.

Best wishes,

Mr David Godwin  
Head of Sixth Form

## Parents' Guide for Booking Appointments

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

The form is divided into two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The 'Student's Details' section has fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

### 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.

The screen has a green header 'Parents' Evening'. Below the header, there is a paragraph: '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.' To the right, there is a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a link that says '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*.

The screen is titled 'Choose Booking Mode'. It contains the text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

### 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.

The screen is titled 'Choose Teachers'. It says: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both cards have a green checkmark in a box on the left. A green 'Continue to Book Appointments' button is at the bottom.

### 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.

The screen is titled 'Confirm Appointment Times'. It says: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this is a table with columns: Teacher, Student, Subject, and Room. The table contains three rows of appointment data. At the bottom, there are two buttons: a green 'Accept Appointments' button and a red 'Cancel Appointments' button.

	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

### 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).

Step 6 over page

	Mr J Brown SENCO (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 Dining** Thursday, 12th April

Supporter to book: 1523 on 15/3

The current evening will be published on 11. Please note the school will be in maintenance mode for the night for the Main Hall, so the evening will be taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room	
15:55	Mr J Brown	Den	SCH00	A2
16:10	Mr J Brown	Den	Library	114
16:25	Mr J Brown	Den	Library	114
16:40	Mr J Brown	Den	Library	114
16:55	Mr J Brown	Den	Library	114

### Step 6: Finish

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*.