

Oaklands Catholic School and Sixth Form College

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Year 9 Parents' Evening Consultation: Thursday 4th December 2025

Dear Parent/Carer of students in Year 9,

The Year 9 Parents' Evening will be held **in-person in the Main School Hall on Thursday 4th December 16:30-20:00**.

Online software will be used for the booking of appointments, even though we are meeting in-person.

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.

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 9 evening on 4th December. To facilitate this, no *written* homework will be formally set for Year 9 students in the week commencing 24th November; the task instead will be to bring home and share their books/work on Teams/ClassCharts.

On pages 2 and 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 from now until 12:00 on Thursday 4th December.** I would urge parents to perform this task as soon as possible as if there are 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 9 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 are any pastoral concerns. Mrs Mitchell (Head of Year 9) and Mrs Rowsell (SENCO) are also available during the evening.

Please contact the subject teacher or Mrs Mitchell 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 at a.gorman@oaklandscatholicschool.org.

Yours sincerely,

Mr A Gorman - Assistant Head of School

Parents' Guide for Booking Appointments

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

Welcome to the 'oaklandscatholic' parents' evening booking system. Appointments can be attended via a telephone line. Email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	29 July 2008

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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
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[Continue to Book Appointments](#)

Step 5: Choose Teachers

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

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

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.

	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 7: 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.

September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			In person
Print Amend Bookings Subscribe to Calendar			
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening 2 appointments from 16:00 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September In-person

Step 8: 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*.