

Oaklands Catholic School and Sixth Form College

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20th October 2026

Year 7 Parents' Evening: Thursday 5th November 2026

Dear Parents/Carers,

The Year 7 Parents' Evening will be held **in person in the Main School Hall on Thursday 5th November, from 16:30 to 20:00**. Although the evening will take place face-to-face, we will use our online Parents' Evening system to book appointments.

Appointments will last five minutes per subject. Before the booking system opens to parents/carers, teaching staff will indicate the three hours during the evening when they are available.

To help students and parents/carers prepare for Parents' Evening, students are being asked, where practical, to share the work in their exercise books and/or online through Teams or ClassCharts. We hope this will encourage a useful conversation at home about the work students have completed and the progress they are making and help families identify any areas they may wish to discuss with teaching staff. To facilitate this, no written homework will be formally set for Year 7 students during the week prior to Parents' Evening. Instead, students will be asked to bring home and share their books and/or show their work to parents/carers on Teams or ClassCharts.

On the following pages of this letter, I have provided instructions explaining how to book appointments. The system links to our SIMS data and will allow parents/carers who are recorded as **'Priority 1' or 'Priority 2'** to make bookings.

The booking system will be available **from 18:00 on Wednesday 21st October until 12:00 on Thursday 5th November**. I would encourage parents/carers to make their appointments as soon as possible. This will also allow time for us to resolve any difficulties you may experience accessing the booking system.

We recognise that parents/carers may wish to speak to several subject teachers during the evening. As some teachers teach several Year 7 classes, availability for individual subjects will vary, so we would encourage you to prioritise appointments for the subjects you would particularly like to discuss. Heads of Department will also be available throughout the evening; these appointments are not bookable. Parents/carers are very welcome to speak with them should they wish to discuss their child's progress in a particular subject or have any questions about the curriculum. They will be on hand to support conversations and provide further information where helpful.

The evening will focus on academic subjects, so we ask that parents/carers do not make appointments with their child's form tutor. Our tutors are also Year 7 subject teachers and will need to be available for subject appointments during the evening. If you have a pastoral concern you would like to discuss with your child's tutor, please contact them by email.

Mrs Bradley, Head of Year 7, and Mrs Rowsell, SENCO, will also be available during the evening. As Mrs Bradley also teaches Geography, she will spend some of her time supporting meetings alongside the SENCO. If you would like an update regarding Geography and an appointment with Mrs Bradley is not available, please email her and she will be happy to provide a brief update following Parents' Evening.



Community Unity Opportunity



After the evening, if you have any further questions arising from a conversation with a teacher, please get in touch with the relevant subject teacher or Mrs Bradley, as appropriate.

I hope that these arrangements and instructions are clear. If you experience any difficulties with the booking system, or have any questions relating to the Parents' Evening, please do not hesitate to contact me at a.gorman@oaklandscatholicschool.org.

We look forward to welcoming you to the school and to discussing the progress your child has made during their first term in Year 7.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Gorman', with a stylized, cursive script.

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*.