Oaklands Catholic School and Sixth Form College
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

023 9225 9214
www.oaklandscatholicschool.org
oaklands@oaklandscatholicschool.org

Executive Headteacher: Richard Cunningham BA (Jt Hons), PGCE (Cantab), MSc, CMgr, FCMI
Head of School: Amy Bonnington BA (Hons), PGCE, MA

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Our ref: AMG

13th November 2026

Year 9 Parents' Evening Consultation: Thursday 3rd December 2026

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 3rd December, 16:30-20:00**. We will use online software to book 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 indicate the three-hour slot they are available for.

To help students and parents/carers prepare for parents' evenings, students are being asked to show their parents/carers their work in their exercise books or online from Teams/ClassCharts, where practical, for the relevant subjects. This is intended to create a dialogue at home about the work and progress students have made, and to help families prepare for more constructive discussions with teaching staff at the Year 9 evening on 3rd December. To support this, no *written* homework will be formally set for Year 9 students in the week commencing 23rd November; instead, they will be asked to bring home and share their books or work.

On pages 2 and 3, I have provided instructions for how to book the appointments. The software 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 appointments will be from 18:00 on Monday 16th November to 11:00 on Thursday 3rd December**. I would urge parents to check that they can access the system before appointments go live. This will allow time for us to resolve any access issues.

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. Mr Semple (Head of Year 9) and Mrs Rowsell (SENCO) are also available during the evening.

Please get in touch with the subject teacher or Mr Semple if you have any queries following the conversation.

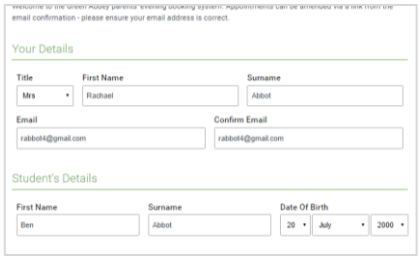
I hope that these instructions are clear. If you have any difficulties or questions relating to this event, please do not hesitate to contact me at a.gorman@oaklandscatholicschool.org.

Yours sincerely,

Mr A Gorman - Assistant Head of School

Parents' Guide for Booking Appointments

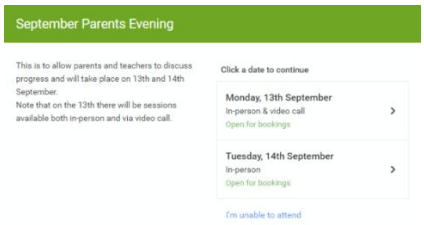
Browse to https://oaklandscatholic.schoolcloud.co.uk/



Step 1: Login

Fill out the details on the page then click the *Log In* button.

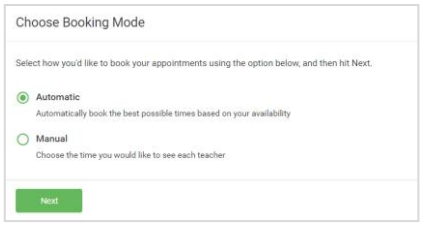
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

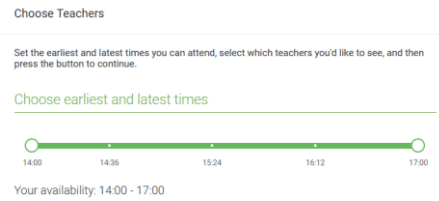
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

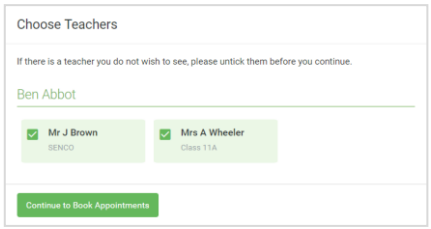
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



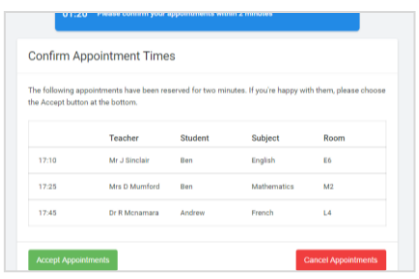
Step 4: Select Availability

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



Step 5: Choose Teachers

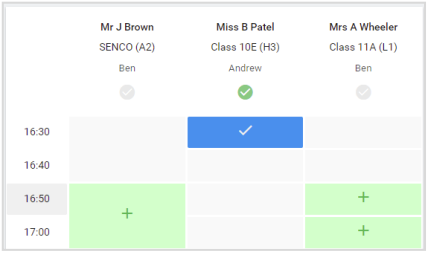
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



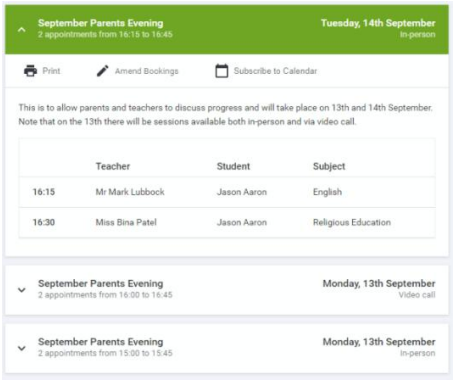
Step 7: Book Appointments

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.



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*.