## Oaklands Catholic School and Sixth Form College

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

Or ref: MB 14<sup>th</sup> September 2024

Dear Parents/Carers,

## Re: Additional parent meeting for selected Year 11 students during the period

## Wednesday 18th September - Thursday 26th September

I am writing to you on behalf of the Senior Leadership team as part of our ongoing strategy to support Year 11 at this crucial time.

Following the Year 10 exams, we have identified a group of students who would benefit from focused support to improve their progress in the final exams. To this end, we would like to invite you and your child to a meeting with a member of the school's senior leadership team/Mrs Over in order to discuss their progress, identify any barriers and provide strategies to support their success in the forthcoming GCSE examinations.

Our intention is that this should be a focused and meaningful meeting, and to this end your child's subject teachers have provided the leadership team with detailed information regarding their progress and next steps for success.

Your appointment will be with a member of the Senior Leadership Team or Mrs Over, Head of Year 11; it will last a maximum of 15 minutes. The appointment can be made between 08:30-18:00 on one day in that time period, depending on the availability of the member of staff. Further detail on how to book the appointment can be found on page two of this letter. The intention is for these meetings to be conducted online using our parents' evening software, but they can be done in school if you need to.

We would encourage you to take advantage of this supportive measure intended to enable your child to make good progress, and look forward to meeting you in the coming days.

Yours faithfully

Mr M Bamford

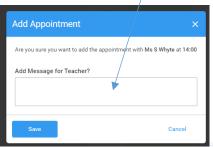
Assistant Headteacher





<u>How to book</u> (If you have any questions about booking, please contact Mr Bamford - m.bamford@oaklandscatholicschool.org):

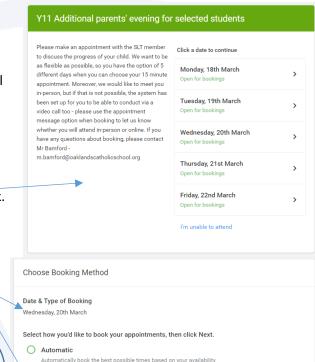
- Login in to <u>SchoolCloud Oaklands Catholic School</u> (oaklandscatholic.schoolcloud.co.uk) as you would for a normal parents' evening
- 2. You will find this event on the homepage. We want to be as flexible as possible, so you have the option of 5 different days when you can choose your 15-minute appointment. Staff have provided their availability between 08:30-18:00 on each of the 5 days to enable you to find a suitable time to book.
- 3. In the example here, I have clicked on Wednesday, 20<sup>th</sup> March crucially, click 'manual' and then next.
- 4. You can then select the times that suit you you will see the name of the member of staff you will be seeing on this slide too.
- 5. When you click 'Generate Appointments in point 5, it will take you to this screen you can scroll through the possible times and select the one that suits by clicking the ' + ' sign.
- 6. Once you have selected your appointment, you will be prompted to 'Add Message to Teacher' please state 'in-person' if you really want this to be face-to-face in school and then click save.

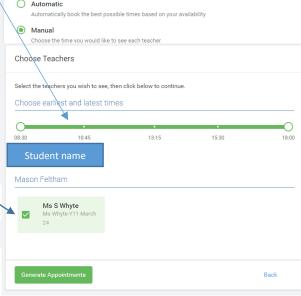




7. Once finished, you will get this confirmation message and an email should be sent through to you. Remember, if you couldn't find a suitable time, go back to step 2 and check for a time on a different day.

8. If your appointment is between 08:30-16:15, report to the main reception. If after 16:15, please go straight to the member of staff's office for your appointment.





Finished - Appointments Saved

There is also an option to invite an additional parent/guardian t the video call after saving your appointment with the link above