

# Oaklands Catholic School and Sixth Form College

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Edith Stein Catholic Academy Trust  
(A Company Limited by Guarantee)  
Registered in England and Wales, Company No 07721932

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

Registered in England and Wales, Company No 07721932

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 18<sup>th</sup> September - Thursday 26<sup>th</sup> 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

A handwritten signature in black ink, appearing to read 'M. Bamford'.

Mr M Bamford

Assistant Headteacher

**How to book** (If you have any questions about booking, please contact Mr Bamford - [m.bamford@oaklandscatholicschool.org](mailto:m.bamford@oaklandscatholicschool.org)):

1. Login in to [SchoolCloud - Oaklands Catholic School](https://oaklandscatholic.schoolcloud.co.uk) ([oaklandscatholic.schoolcloud.co.uk](https://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.

**Y11 Additional parents' evening for selected students**

Please make an appointment with the SLT member to discuss the progress of your child. 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. Moreover, we would like to meet you in-person, but if that is not possible, the system has been set up for you to be able to conduct via a video call too - please use the appointment message option when booking to let us know whether you will attend in-person or online. If you have any questions about booking, please contact Mr Bamford - [m.bamford@oaklandscatholicschool.org](mailto:m.bamford@oaklandscatholicschool.org)

Click a date to continue

Monday, 18th March Open for bookings	>
Tuesday, 19th March Open for bookings	>
Wednesday, 20th March Open for bookings	>
Thursday, 21st March Open for bookings	>
Friday, 22nd March Open for bookings	>

[I'm unable to attend](#)

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.

**Choose Booking Method**

Date & Type of Booking  
Wednesday, 20th March

Select how you'd like to book your appointments, then click Next.

Automatic  
Automatically book the best possible times based on your availability

Manual  
Choose the time you would like to see each teacher

**Choose Teachers**

Select the teachers you wish to see, then click below to continue.

Choose earliest and latest times

08:30 10:45 13:15 15:30 18:00

Student name

Mason Feltham

Ms S Whyte  
Ms Whyte-Y11 March  
24

[Generate Appointments](#) [Back](#)

**Add Appointment**

Are you sure you want to add the appointment with Ms S Whyte at 14:00

Add Message for Teacher?

[Save](#) [Cancel](#)

Ms S Whyte  
Ms Whyte-Y11 March

Student name

13:45	
14:00	+
14:15	+
14:30	+
14:45	+
15:00	+
15:15	+

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.

**Finished - Appointments Saved**

Your appointments have been saved and an email will be sent confirming your appointments.

[Click here](#) to view/print your appointments or invite another parent/guardian to the video call.

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

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.