## Oaklands Catholic School and Sixth Form College

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23rd October 2024

Dear Parent/Carer of students in Year 7,

#### Year 7 Parents' Evening Consultation: Thursday 7th November 2024

The Year 7 parents' evening will be held **in-person in the main school Hall on Thursday 7**<sup>th</sup> **November 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 7 evening on 7<sup>th</sup> November. To facilitate this, no *written* homework will be formally set for Year 7 students in the week commencing 4<sup>th</sup> November; the task instead will be to bring home and share their books/work on Teams/ClassCharts.

On page 2, 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 17:00 on Wednesday 23<sup>rd</sup> October to 12:00 on Thursday 7<sup>th</sup> November. I would urge parents to perform this task as soon as possible – if there 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 7 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 Bunt (Head of Year 7) and Mrs Rowsell (SENCO) will be available for drop-in sessions during the evening.

We have invited Lee Haywood from Online Safety UK - www.onlinesafetyuk.com - to join the Year 7 parents' evening. If you have any questions or concerns around Online Safety, he will be present in the Hall for you to talk to (no appointment needed). Talking with Online Safety UK will give you the opportunity to discuss anything that is currently concerning you in relation to the digital world, whether it's phone setup, behaviours, restrictions, dangers, attitudes or more.

Please contact the subject teacher or Mrs Bunt 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 – m.bamford@oaklandscatholicschool.org .

Yours faithfully,

William.

Mr M Bamford – Assistant Headteacher







#### Step 1: Login -

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

A confirmation of your

#### **Parents' Guide for Booking Appointments**

Browse to

appointments will be sent to the email address you provide.

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



Click on the date you wish to book.

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



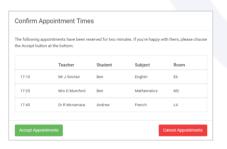
#### **Step 3: Select Booking Mode**

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: Choose Teachers**

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with (your child will know who to make appointments with if they have shared teachers for a class). A green tick indicates they're selected. To de-select, click on their name.



#### Step 5a (Automatic): Book Appointments

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 5b).



# Step 5b (Manual): 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.

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.



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.