Oaklands Catholic School and Sixth Form College

Stakes Hill Road Waterlooville Hampshire PO7 7BW

2 023 9225 9214

(RX) 023 9223 0317

(m) www.oaklandscatholicschool.org

oaklands@oaklandscatholicschool.org

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



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

Our Ref DG/LS 13th March 2025

Dear Parents/Carers,

Year 13 Parents' Evening - Thursday 3rd April 2025

I write to invite you to attend the Year 13 parents' evening which will be held in the Sixth Form building on Thursday 3 April 2025 from 4.30pm – 8.00pm.

Given we are approaching less than nine teaching weeks before the final exams begin, this is an important opportunity to discuss with subject teachers how your son/daughter is progressing on their courses and what needs to be achieved going forward following Year 13 mock exams.

It is expected that your son/daughter will be present for the evening so that the consultation process is used to maximum effect.

Although the meeting is in person, we are using the online parent's evening software to book the eightminute appointments. Instructions for booking are provided on page two of this letter. If you have any issues with the booking process, please contact Mr Bamford — m.bamford@oaklandscatholicschool.org.

There will be also be a student finance representative from the University of Portsmouth who will be able to answer any questions that you may have regarding student finance for university.

Yours sincerely,

198

Mr D Godwin Director of Sixth Form Assistant Headteacher







Step 1: Login -

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

Browse to

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

Parents' Guide for Booking Appointments

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*.

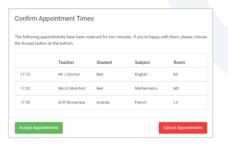
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: 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. 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.



Step 6: 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.