

10 November 2021

Year 11 – Parents’ and Carers’ Evening

Dear Parents and Carers,

I would like to invite you to attend our Year 11 Parents’ and Carers’ evening on Tuesday 7th December from 4pm to 7pm. This event provides you with an opportunity to meet your child’s teacher in person in school. Appointments slots are 5 minutes long.

The purpose of the meeting is to:

- get feedback on how your child has progressed, including in their mock exams.
- receive feedback on your child’s attitude to learning and their level of independent study in each subject
- for teachers to be able to give guidance on targets and strategies for improvement.
- give you the opportunity to raise any concerns or ask any questions that you may have.

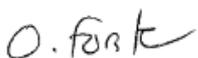
OIEA uses an online appointment booking system that is run by an organisation call SchoolCloud. The system allows you to choose your own appointment times with teachers. Once you have made your appointment you will receive an email confirming it. Appointments can be made from 9am Monday 22nd November to 1pm on Tuesday 7th December.

Please visit <https://oieaparents.schoolcloud.co.uk> to book your appointments. A guide on how to add appointments is included with this letter. To login you need to input you child’s first name, surname and date of birth. You will also need an email address. There is a video to support parents and carers in how to log on and make appointments at <https://vimeo.com/473882995>. There is also a link to this on our website for this guide.

If you have any specific queries that you would like to be covered in an appointment, you can add a note for the tutor at the point when you make the online appointment. This helps tutors to gather any information in advance that is needed in order to answer your query. On the evening, you will need to come to school reception approximately 5 to 10 minutes before your appointment to sign in. All spaces will be well ventilated as part of our Covid-safe procedures. In addition, will be leaving external doors open, so even with the heating on, it may be a little cool. We will be providing masks and hand sanitiser on entry for those that need them.

As you will appreciate, appointment slots are limited, therefore, we ask that where possible, one appointment is made per teacher for your child. If you have any queries about making appointments, please contact in the first instance, please contact Mrs Minchin (Data Manager) for assistance. If you do not have access to the internet, please contact Mr Forster (Vice Principal) or Mrs Minchin and we will be happy to book an appointment slot for you.

Yours faithfully,



Oliver Forster
Vice Principal

Browse to <https://oieaparents.schoolcloud.co.uk/>



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbott

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

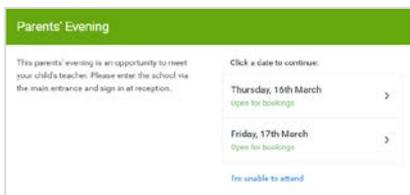
First Name: Ben, Surname: Abbott, Date Of Birth: 20 July 2000

Log In

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.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

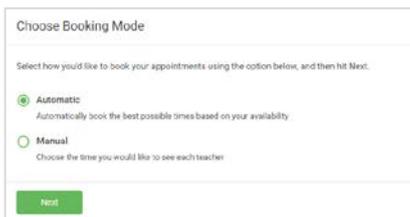
Friday, 17th March
Open for bookings

[I'm unable to attend](#)

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*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability.

Manual
Choose the time you would like to see each teacher.

Next

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.



Choose Teachers

If there is a teacher you do not wish to see, please uncheck them before you continue.

Ben Abbott

Mr J Brown
SENCO

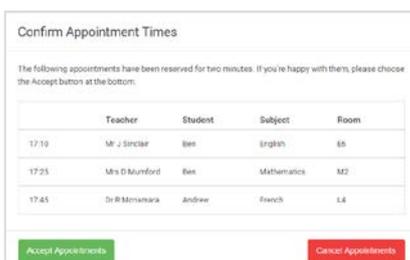
Mrs A Wheeler
Class 11A

Continue to Book Appointments

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.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room	
17:19	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr B Monamara	Andrew	French	L4

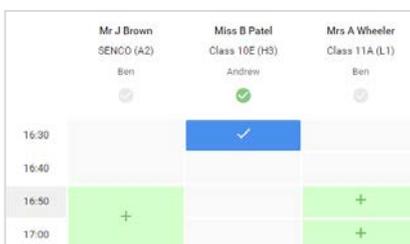
Accept Appointments

Cancel Appointments

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).



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

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.



My Bookings

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English

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*.