



King George Avenue
Ilkeston
Derbyshire
DE7 5HS

0115 9303724

20 December 2021

Year 7 Virtual Parents' Evening – Tuesday 18th January 2022

Dear Parents and Carers,

I would like to invite you to attend our Virtual Year 7 Parents' Evening on Tuesday 18th January from 4pm to 7pm. This is an important evening and provides you with an opportunity to meet your child's teachers over video link and to get feedback on your child's progress and their targets for the future. Appointments slots are 5 minutes per subject.

In light of the challenges presented by Covid-19 and the limits to face to face contact, OIEA is using 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 all your appointments, you will receive an email confirming them. We have successfully used SchoolCloud for previous parents' evenings. Although it is different to what we are used to, it has worked well. Appointments can be made between 8am on Wednesday 21st Dec and 2.30pm on Tuesday 18th January 2022. Should you wish to make any changes after this time, please contact the school office.

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 your 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 on how to log on and make appointments. <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 teacher at the point when you make the online appointment.

On the evening, you will need to sign back into the SchoolCloud website. You can access appointments using a smartphone with a camera. You can also use tablets or laptops with a camera and microphone. Your child is very welcome to attend the meetings with you. Unfortunately, it is not yet possible for parents/carers who are in different locations to access the same meeting. All parents/carers with parental responsibility can make appointments. If you do not have access to the internet, please contact school reception. We are happy to arrange for telephone appointments. Please note that these might happen on alternative days to parents' evening.

Yours faithfully

A handwritten signature in black ink that reads "O. Forster".

Oliver Forster
Vice Principal

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

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

Student's Details

First Name: Ben | Surname: Abbot | 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 untick them before you continue.

Ben Abbot

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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mamasara	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.



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*.

Parents' Guide for Booking Appointments

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