

29 September 2022

### Year 7 – Tutor Evening

Dear Parents and Carers,

I would like to invite you to attend our Year 7 tutor evening on Wednesday 5<sup>th</sup> October from 4pm-6.30pm. This event provides you with an opportunity to meet your child's tutor in person in school. Appointments slots are 5 minutes long.

The purpose of the meeting is to:

- Give you the chance to meet your child's tutors in person.
- Receive feedback on how your child has settled into their studies at OIEA.
- 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. Miss Wilde – Head of Year 7 – will be at the evening.

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. <https://vimeo.com/473882995>. There is also a link to this on our website for this guide.

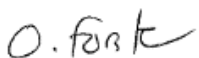
If you have any specific queries that you would like to be covered in an appointment, you can add a note for the tutor at the point when you make the online appointment. This helps tutors to gather any information in advance that is needed in order to answer your query.

On the evening, you will need to come to school reception approximately 5 to 10 minutes before your appointment to sign in. Appointments will be in the main Bennerley Hall. This is a large space, which is 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 tutor for your child. If you have any queries about making appointments, please contact Mr Taylor in the first instance.

If you do not have access to the internet, please contact Mr Taylor, Mr Forster (Vice Principal) or Mrs Minchin (Data Manager) and they will be happy to book an appointment slot for you.

Yours sincerely



Oliver Forster  
Vice Principal

## Parents' Guide for Booking Appointments

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

**Your Details**

Title  First Name  Surname

Email  Confirm Email

**Student's Details**

First Name  Surname  Date Of Birth

[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 McNamara	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.

**Page 11: Student Enquiry**

**My Bookings**

This page will show you the appointments you have booked for your child. You can click on the appointment to see the details of the appointment.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R McNamara	Andrew	French	L4

## 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*.