

King George Avenue
Ilkeston
Derbyshire
DE7 5HS

0115 9303724

24 January 2023

Year 10 – Parents' and Carers' Evening

Dear Parents and Carers,

I would like to invite you to attend our Year 10 Parents' and Carers' evening on **Thursday 2nd February** from 4pm to 7pm. This event provides you with an opportunity to meet your child's teachers in person in school. Appointments slots are 5 minutes long.

The purpose of the evening is to:

- give you the chance to meet your child's teachers in person.
- get feedback on how your child has progressed and their attitude to learning and independent study in each subject
- give you the opportunity to raise any concerns or ask any questions that you may have.

There will also be a representative from the Coriell Award to ask, informally, parents/carers questions about attitudes to alcohol and drugs. This is so we can ensure we are supporting our young people in PSHE with what matters most.

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. The appointment booking service is open from 7am on Wednesday 25th January to 3pm on Thursday 2nd February 2022. Mrs Mangan, Head of Year 10, will be at the evening. If your child has a teacher for 2 subjects, you can choose to make one appointment, and the teacher will give you feedback on both subjects.

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 for them to answer your query. On the evening, you will need to come to the **Lawrence Building (A Block)** approximately 5 to 10 minutes before your first appointment to sign in. All appointments will be in this block.

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 Mrs Mangan or Mrs Minchin and they will be happy to book appointments for you.

Yours sincerely

James Lockhart
Assistant Principal

Parents' Guide for Booking Appointments

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

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 2009

[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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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*.

My Bookings

View 11 Selected Events
Export to iCalendar

Thursday, 16th April

The parent evening for your child is over! Please enter the school via the main entrance and follow the signs for the West Hall where the evening is taking place. Booking is available in the main school as per usual.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mr J Brown	Andrew	English	E6
Mr J Brown	Ben	Mathematics	M2
Mr J Brown	Andrew	French	L4
Mr J Brown	Ben	French	L4