

09 November 2023

Year 8 – Parents’ and Carers’ Evening – Thursday 23rd November 2023

Dear Parents and Carers,

I would like to invite you to attend our Year 8 Parents’ and Carers’ evening on **Thursday 23rd November** 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.

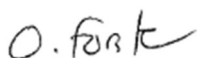
OIEA uses an online appointment booking system that is run by an organisation call SchoolCloud. The system allows you to choose your own appointment times with teachers. Once you have made your appointment you will receive an email confirming it. Appointments open for booking at 4pm on Wednesday 15th November and can be made up to 2pm on Thursday 26th November 2023.

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 teacher 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 the main entrance on King George Avenue, as other entrances will be closed. Please arrive approximately 5 to 10 minutes before your first appointment to sign in.

As you will appreciate, appointment slots are limited, therefore, we ask that where possible, one appointment is made per teacher for your child. If a teacher has your child for more than one subject, you can make one appointment and they will talk about both subjects. 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 to make appointments, please contact Mrs Minchin and she will be happy to book appointments for you.

Yours sincerely



Oliver Forster

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The 'Student's Details' section includes fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

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.

The screenshot shows a screen titled 'Parents' Evening'. On the left, there is a text block: '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.' On the right, under the heading 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a blue link that says '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. It contains the instruction: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

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 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.

View 11 Student Bookings

Thursday, 10th April

11 bookings

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO
16:30	Mr J Brown	Ben	E6
16:30	Mr J Brown	Andrew	English
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Ben	English
16:30	Miss B Patel	Andrew	Mathematics
16:30	Mrs A Wheeler	Andrew	Science

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*.