

02 February 2024

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 **Thursday 29th 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 Parents' and Carers' Evening is to:

- Give you the opportunity 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.
- Outline the support that your child will be given in the run up to the final examinations and what your child needs to do to prepare and revise for their examinations.
- Give you the opportunity to raise any concerns or ask any questions that you may have.

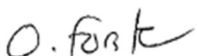
OIEA uses an online appointment booking system that is run by an organisation call SchoolCloud. The system allows you to choose your own appointment times with teachers. Once you have made your appointment you will receive an email confirming it. Appointments open for booking at 4pm on Friday 9th February and can be made up to 2pm on Thursday 29th February.

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
Vice 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

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.

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

	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			+

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Home, Modules, Assignments, and a search bar. The main content area is titled 'Unit 11: Budgeting - Income' and includes a 'View' button and a 'Download' link. Below this is a table with the following data:

Teacher	Student	Subject	Amount
10:00	Mr. A. Brown	Maths	£25
10:10	Mr. C. Brown	Maths	£15
10:15	Mr. A. Brown	Maths	£10
10:20	Mr. A. Brown	History	£10
10:25	Miss F. Brown	Mathematics	£40
10:30	Mr. A. Brown	Maths	£10

To change your appointments, click on *Amend Bookings*.