

3 February 2021

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Dear Parent / Carer,

Y11 Parents Evening – Online Appointment Booking

I hope this letter finds you and your family well. Given the various changes from the Department for Education over the last few weeks with regard to exams, and the uncertainty surrounding how students will be assessed, what will and won't count toward their grades, I would like to invite you to attend our Y11 Parents Evening on Tuesday 9 February 2021, 3.30pm – 6pm.

We have introduced a new intuitive and easy to use online appointment booking system called 'SchoolCloud.' This allows you to choose your own appointment times with teachers and will send you an email confirming your appointments. We are allowing a short time for each appointment to ensure you can speak to as many teachers as possible throughout the evening.

The platform has been used by a number of schools locally, with great success and will allow us to run virtual parents evenings efficiently. Appointments can be accessed on any device with a camera and microphone such as laptop, tablet and mobile phone.

I must thank you for all your support and kind words over the last few weeks. It has not been easy to completely change the way we teach our amazing students in hosting lessons online. Although there have been some teething problems, as is always the case with such a significant change, we are constantly looking to ensure we give all students the best possible education.

The Government consultation on how exams will be structured and assessed this year closed on 29 January and we are now waiting to hear from the DfE for what system will be used to measure the 5 years of incredibly hard work of our Y11 students.

There has never been a more important time for students to access and attend online lessons, engage, learn and complete all work set to the best of their ability. We are all working toward the same goal, which is to give all students the best outcomes possible.

Attached to this letter is a short user guide on how to book appointments.

Please also follow link to a short video on how to attend appointments over video call:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

This letter will be followed by an individual letter confirming a link to the 'SchoolCloud' system and your personal login details

If you have any concerns around the booking of appointments, please contact the Reception on 01642 818200 who will be happy to assist you.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark Gray', with a long horizontal stroke extending to the right.

Mark Gray
Principal

Parents' Guide for Booking Appointments

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

<p>Parent Login Code</p> <p>0111 1345</p> <p>Student Date Of Birth</p> <p>20 July 2000</p> <p>Email</p> <p>rabbot4@gmail.com</p> <p>Confirm Email</p> <p>rabbot4@gmail.com</p> <p>Log In</p>	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p> <p>Enter your unique login code shared by the school.</p>
<p>Parents' Evening</p> <p>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.</p> <p>Click a date to continue:</p> <p>Thursday, 16th March Open for bookings</p> <p>Friday, 17th March Open for bookings</p> <p>I'm unable to attend</p>	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book. Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
<p>Choose Booking Mode</p> <p>Select how you'd like to book your appointments using the option below, and then hit Next.</p> <p><input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability</p> <p><input type="radio"/> Manual Choose the time you would like to see each teacher</p> <p>Next</p>	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>
<p>Choose Teachers</p> <p>If there is a teacher you do not wish to see, please untick them before you continue.</p> <p>Ben Abbot</p> <p><input checked="" type="checkbox"/> Mr J Brown SENCO</p> <p><input checked="" type="checkbox"/> Mrs A Wheeler Class 11A</p> <p>Continue to Book Appointments</p>	<p>Step 4: Choose Teachers</p> <p>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.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

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*