

10 January 2022

Dear Parent / Carer,

**Online Year 7 and Year 11 Parents Evening Tuesday 18 January 2022
- Appointment Booking**

I would like to invite you to attend our **online** Parents Evening on **Tuesday 18 January 2022** between 4.00pm and 6.30pm. This will be for students in Year 7 and Year 11 only.

Students have received their Praising Stars 2 reports in the last week of the Autumn Term.

Year 11 students have recently completed a set of examinations under exam conditions. These students are now approaching their final term of their studies. Each subject teacher will explain which areas of knowledge, and skills, your child has mastered, and give guidance on areas for improvement. This will enable you to encourage your child at home and support them to achieve their full potential.

We will be hosting a parent's Information and Guidance Evening towards February half term in order to help you support your child as they near their final exams.

This is a vital time in your child's education and we strongly encourage you to attend this Parents' Evening to discuss your child's progress.

Year 7 students have already had one event to help to provide feedback on how your child has settled in the Academy. This evening is an opportunity to discuss particular subject concerns with your child's subject teachers.

For this evening, the Academy will continue to use an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

The details of how to access the appointments are provided in the additional guides placed on our website and social media platforms. You can access appointments from a smartphone, tablet or PC.

If you have a child in Year 8, 9 and 10 and have particular concerns about your child's progress please contact us at enquiries@acklam.outwood.com and we will ask your child's subject teacher to contact you.

Appointments for Year 7 and Year 11

Booking is open from 8.00am on Monday 10 January and will close on Monday 17 January 2022 at 4.00pm.

Should you wish to make any changes after this date please contact the school office on 01642 818200.

Please visit <https://outwoodacklam.schoolcloud.co.uk/> to book your appointments.
(A short guide on how to add appointments is included with this letter.)

Login with the following information:

Student's First Name

Student's Surname

Student's Date of Birth

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>

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.


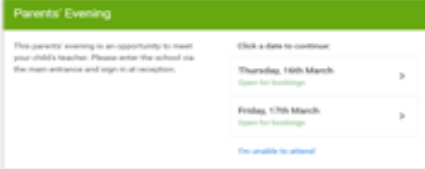
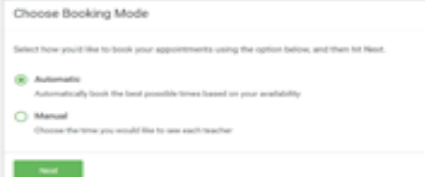




Yours sincerely



Jason Rhodes
Vice Principal

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login 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. Enter your unique login code shared by the school.</p>																
	<p>Step 2: Select Parents' Evening 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>Step 3: Select Booking Mode 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>. We recommend choosing the automatic booking mode when browsing on a mobile device.</p>																
	<p>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.</p>																
 <table border="1" data-bbox="129 1238 555 1328"> <thead> <tr> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>Mr J Brown</td> <td>Ben</td> <td>English</td> <td>5A</td> </tr> <tr> <td>Mrs A Wheeler</td> <td>Ben</td> <td>Mathematics</td> <td>5D</td> </tr> <tr> <td>Dr R Monahan</td> <td>Andrew</td> <td>French</td> <td>1A</td> </tr> </tbody> </table>	Teacher	Student	Subject	Room	Mr J Brown	Ben	English	5A	Mrs A Wheeler	Ben	Mathematics	5D	Dr R Monahan	Andrew	French	1A	<p>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 <i>Accept</i> 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).</p>
Teacher	Student	Subject	Room														
Mr J Brown	Ben	English	5A														
Mrs A Wheeler	Ben	Mathematics	5D														
Dr R Monahan	Andrew	French	1A														
	<p>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 <i>Delete</i>. 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 <i>click here</i> to finish the booking process.</p>																
	<p>Step 6: Finished All your bookings now appear on the <i>My Bookings</i> page. An email confirmation has been sent and you can also print appointments by pressing <i>Print</i>. Click <i>Subscribe to Calendar</i> to add these and any future bookings to your calendar. To change your appointments, click on <i>Amend Bookings</i>.</p>																