

25 March 2022

Dear Parent / Carer,

**Year 11 Parents Evening Thursday 31 March 2022
- Online Appointment Booking**

I would like to invite you to attend our **online** Parents' Evening on **Thursday 31 March 2022** between **3.30pm and 6.00pm**. This will be for students in Years 11 only.

Students have received their Praising Stars 4 reports and will also receive their mock results on the morning of Thursday 31 March ahead of the parents evening during a 'results assembly'.

Year 11 students recently completed a set of examinations under exam conditions, operating in exactly the same way as the GCSE exams will in the summer term. Each subject teacher will explain which areas of knowledge, and skills, your child has mastered, and give guidance on areas for improvement during the remaining weeks before the GCSE examinations. This will enable you to encourage your child at home and support them to achieve their full potential.

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.

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 any particular concerns about your child's progress please contact us at enquiries@acklam.outwood.com and your child's subject teacher will get in touch with you.

Appointments for Year 11

Booking is open from 8.00am on Friday 25 March and will close on 30 March at 4.00pm. Should you wish to make any changes after this date please contact the school office.

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

If there are any issues accessing the system, please contact the school office who will be happy to assist you.

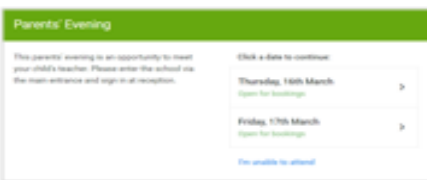
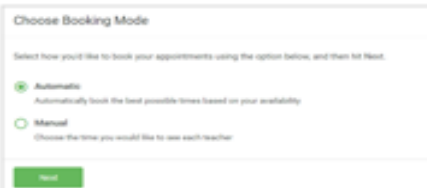



Yours sincerely



Mark Gray
Vice Principal

Parents' Guide for Booking Appointments

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

	<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>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</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>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>
	<p>Step 5a (Automatic): Book Appointments</p> <p>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.</p> <p>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>
	<p>Step 5b (Manual): Book Appointments</p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.</p> <p>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</p> <p>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.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.