

Ashford Road Feltham TW13 4QP 020 8890 4560 office@oakhill-aspirations.org www.oakhill-aspirations.org

03 October 2022

Dear Parents/ Carers,

Parent Consultation Online Appointment Booking

I would like to invite you to attend our Autumn Term Parents' Evening on either:

Tuesday 18th October from 3:30pm-7:00pm or Wednesday 19th October from 3:30pm – 5:00pm

This is an important opportunity to meet your child's teacher; it enables you to discuss the progress your child is making and how they have settled in to their new year group. We believe building links between school and home is vital so we encourage all parents to make an appointment.

The school will use an online appointment booking system to book time slots for a meeting which will take place for 10 minutes, face to face, in your child's classroom.

The booking platform is now live so appointments can be made from today (October 3rd 2022). Should you wish to make any changes after this date please contact the school office. If you would prefer a video or telephone meeting, please contact your child's class teacher who will be able to accommodate this (your meeting will be on an alternative date and will need to be arranged with the staff member directly).

Please visit <u>https://oakhill.schoolcloud.co.uk/</u>to book your face to face appointment. 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
- Date of Birth
- Class

Please arrive to the appointment 5 minutes before your time slot and aim to leave the school premises soon after. The teachers will endeavour to stick to the time slots but on some occasions appointments can slightly overrun. If your appointment is stretching beyond the allotted time your teacher may ask you to return to continue the discussion on a future date.

If you do not have access to the internet, please contact your child's class teacher who will be happy to add appointments on your behalf.

Yours faithfully,

Taylor

L. Taylor Associate Principal





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Parents' Guide for Booking Appointments

Browse to https://oakhill.schoolcloud.co.uk/

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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.

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.



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.

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Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.





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Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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Step 6: Book Appointments (Automatic)

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 7: 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.

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Step 8: 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.

