

8 April 2022

Dear Parent/Carer

### **Year 11 Parents' Evening**

We are pleased to invite you to make appointments for the above parents' evening, which will take place on **Tuesday 26 April 5.00pm – 7.00pm.**

We will again use the intuitive online appointment booking system, which we used for our parents' evening in November. This will allow you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Unlike the evening in November, meetings with staff will take place in-person on the school site.

Appointments can be booked from Friday 8 April and will close on Tuesday 26 April – 12.00pm. Should you wish to make any changes after this date please contact the school.

To make your appointments please visit: <https://outwoodnormanby.schoolcloud.co.uk>

You will need to log on with the following information, which must match the details held on record:

- Students First Name
- Students Surname
- Date of Birth
- Tutor Group Name

A full guidance document for parents/carers is available on the next page.

Yours faithfully



Craig Young  
Vice Principal

# Parents' Guide for Booking Appointments

**Your Details**

Title: Mrs | First Name: Rachel | Surname: Abbott

Email: r.abbott@gmail.com | Confirm Email: r.abbott@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbott | Date Of Birth: 26 July 2008

[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.

**Choose Teachers**

If there is a teacher you do not want to see, please untick them before you continue.

Ben Abbott

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

[Continue to Book Appointments](#)

## 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.

**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.

Time	Teacher	Student	Subject	Room
17:18	Mr J Brown	Ben	English	E6
17:23	Mrs A Wheeler	Ben	Mathematics	M2
17:45	Dr B Mckenzie	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) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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.

**My Bookings**

Thursday, 16th April

17:18 Mr J Brown Ben English E6

17:23 Mrs A Wheeler Ben Mathematics M2

17:45 Dr B Mckenzie Andrew French L4

## 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*.