

12 November 2021

Dear Parent/Carer

Virtual Parents' Evening

We are pleased to invite you to make appointments for the above parents' evening, which will take place on **Tuesday 16 November 2021 5.00pm – 7.30pm**.

We will again use the intuitive online appointment booking system, which we used for our parents' evening in March. This will allow you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Therefore, meetings will be held via a video meeting rather than in-person at the school.

Appointments can be booked from Friday 12 November – 7.00pm and will close on Tuesday 16 November – 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: Abbot, Email: r.abbot4@gmail.com, Confirm Email: r.abbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, 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 wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (Year 10)

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 Minnema	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).

Time	Mr J Brown (SENCO (A2) Ben)	Miss B Patel (Class 10E (H3) Andrew)	Mrs A Wheeler (Class 11A (L1) Ben)
16:30	Grey	Blue with checkmark	Grey
16:40	Grey	Blue with checkmark	Grey
16:50	Green with +	Grey	Green with +
17:00	Green with +	Grey	Green with +

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 March

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Mr J Brown	Ben	English	E6
16:50	Mrs A Wheeler	Ben	Mathematics	M2
17:00	Mrs A Wheeler	Ben	Mathematics	M2
17:18	Mr J Brown	Ben	English	E6
17:23	Mrs A Wheeler	Ben	Mathematics	M2
17:45	Dr B Minnema	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*.