

Dear Year 9 Parents and Carers,

RE: Year 9 Parents' Evening – Wednesday 8th January 16:00 until 19:00

I am pleased to be writing to you to confirm the details on the upcoming Parents' Evening for Year 9.

The first of your two parents' evenings for this academic year will take place online, with the second later in the year being face to face in the Academy.

We will continue using the School Cloud system (<https://oasiscoulsdon.schoolcloud.co.uk/>) we have previously used for booking parents' evening appointments for this online event. I have attached a step-by-step guide, at the bottom of this letter, explaining how to log in and book appointments.

As with any other parents' evening, we ask that, where possible, students are present for each five-minute slot you book with their subject teachers. With so many people to see, we will need to be prompt with our appointments so please do consider this in your discussions.

You will be able to book appointments from **Wednesday 1st January from 18:30 until Wednesday 8th January 15:00**. You will only be able to select the teachers that your child is taught by. Please note:

- Appointments will be five minutes in length.
- You will not be able to book appointments with mentors. If you wish to speak to a mentor, please email them.
- Where there are classes taught by multiple teachers, you will see one teacher. Please book with the teacher who teaches the majority of your child's lessons. If unsure, please contact the class teacher/directly.
- For subjects that teach larger classes, multiple classes or the whole year group, teachers will be available on a first come first serve basis. If you do not get an appointment but would like to speak to the teacher for feedback, please email them directly.
- Unfortunately, some teachers will be absent due to medical or personal reasons. For this reason, they will be blocked out and unavailable for bookings.
- If your son/daughter is on the SEND support register, there will be an opportunity for an appointment to discuss the SEND support we can put into place. This will be available to book along with your other appointments and will be with either a member of the SEND team or with a member of the leadership team. Please try to book this appointment at the end of your evening once you have had your other appointments.

Please do not hesitate to contact me if you have any queries or questions. We look forward to seeing you online at your appointments on Wednesday 8th January.

Yours sincerely,

Mr T Clarke
Assistant Principal

Ms S Clark
Year 9 Family Leader

Principal – Ms Catrin Green

Homefield Road, Old Coulsdon, Surrey, CR5 1ES
Tel: 01737 551 161. www.oasisacademycoulsdon.org

Parents' Guide for Booking Appointments

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

PLEASE DO NOT USE YOUR MOBILE PHONE'S TEXTING FUNCTION TO CONTACT APPROPRIATE STAFF OR WE WOULD BE UNABLE TO REPLY TO YOU. YOUR PHONE'S EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 29 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[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 Teachers

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

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 3: 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.

	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 4: 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.

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.

September Parents Evening Tuesday, 14th September (In-person)

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September Video call
2 appointments from 16:00 to 18:45

September Parents Evening Monday, 13th September In-person
2 appointments from 15:00 to 18:45

Step 5: 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*.

Principal – Ms Catrin Green

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