Students First

Outwood Academy Bishopsgarth
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Head of School: Dr Mark Robinson

Friday 24th June 2022

Dear Parent/Carer,

Year 8 Parents' Evening 12 July 2022 - Online Appointment Booking

We are delighted to invite you to attend our **online** Parents' Evening on Tuesday 12 July between 3.30pm and 6.30pm. This is an important evening and will provide you with an opportunity to discuss your child's progress.

In order to best help you support your child, we will continue to use an online appointment booking system for the parents' evening. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 08:00am on Monday 27th June before closing on Tuesday 12 July at 12:00pm. Should you wish to make any changes after this date please contact the school office.

Please visit https://outwoodbishopsgarth.schoolcloud.co.uk to book your appointments. (A short guide on how to add appointments is included with this letter.) Please login with the following information:

Student's First Name
Student's Surname
Student's Date of Birth

If you do not have access to the internet, please contact the school office and we will make alternative arrangements.

Yours sincerely,

Andrew Maher
Associate Vice Principal

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.

Parents' guide to booking appointments https://outwoodbishopsgarth.schoolcloud.co.uk

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.

Step 4: Select Availability

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

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.

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.