

Monday 8 November 2021

Dear Parent/Carer,

### **Year 7 Parents' Evening 8 November 2021- Online Appointment Booking**

We are delighted to invite you to attend our **online** Parents' Evening on Tuesday 16th November between 4.00pm and 6.00pm. 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 4.00pm on Tuesday 8th November before closing on Monday 15th November at 4.00pm. 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.) 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 who will be happy to add appointments on your behalf.

Yours sincerely

Mr A Maher  
Associate Vice Principal

## 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.

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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.

### 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.