



25 April 2024

Dear Parent

Year 10 Virtual Parents' Evening

We will be holding our virtual Year 10 Parents' Evening on **Thursday 9th May 2024 from 3:45pm to 6:15pm**. This is an opportunity to talk to your child's subject teachers to discuss their achievement as well as any strategies for improvement.

Appointments for parents evening will be via video call however if you would prefer a phone call on a different day please email info@oasissholing.org and this will be arranged for you. In order to access our booking system please log on to <https://oasissholing.parenteveningsystem.co.uk> and follow the booking guide attached. An email confirmation will be sent once your booking is complete. The booking system will be open from **noon today**.

On the day of the meeting simply log on to the system as above prior to the start of your first appointment. There is no software to download or install. Please find a guide attached. In order to make the video calls you need to have as a minimum:

- a device with a microphone and speaker e.g. phone, tablet or laptop
- a compatible up-to-date web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge
Mac: Safari, Chrome or Firefox

If you are unable to book electronically, please ring the school office where they will be happy to help make the booking for you.

We hope you will be able to join us for this important evening.

Yours sincerely

Ms S Ashley
Vice Principal

Mrs L Ahern
Head of Year 10

Principal – Mr M Brown

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  @OasisSholing

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Browse to <https://oasissholing.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.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

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.

	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 7: 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.

September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			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 2 appointments from 16:30 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September In-person

Step 8: 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*.