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**OUR LADY & ST. BEDE**  
CATHOLIC ACADEMY

Head Teacher: M Wilkinson  
CEO: M Shorten M.Ed., BA (Hons)  
Chair of Directors: Y Coates

3<sup>rd</sup> October 2023

Dear Parent / Carer,

**Year 10 Parents' Evening**  
**Thursday 19<sup>th</sup> October - 4pm-6pm**

The school is holding its annual Year 10 Parents' Evening on Thursday 19<sup>th</sup> October, between 4 pm and 6 pm. Parents' Evening will take place in school and we ask that you book an appointment with each teacher using our School Cloud booking system. Please use the following link to book your appointments:

<https://ourladystbede.schoolcloud.co.uk/>

If there is a problem in logging in I have attached some step by step instructions at the end of this letter which may help.

Please sign in at St Mary's Hall on arrival. Listed below are the locations of each curriculum area on the evening.

- St Mary's Hall: English, Maths, RE, PE & Cambridge National Sport, Music & Drama
- Pope John Paul II building: Geography, MFL, Health
- St Bede Hall: Art & Design, Science, Computer Science & BTEC IT, History, Health and Social Care

This is an essential time for year 10 who have just started their GCSE courses. The evening will give you the opportunity to find out how they are settling into their new courses, their attitude to learning and how best to support them in their academic studies.

I hope you find the Parents' Evening informative and valuable in supporting your child. If you have any queries, please do not hesitate to contact the school.

Yours faithfully,

James Race  
Assistant Headteacher



Welcome to the online holiday parents evening booking system. Appointments can be attended via zoom from the 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: 20 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 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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 | 14:36 | 15:24 | 16:12 | 17:00

Your availability: 14:00 - 17:00

### Step 4: Select Availability

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

**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.

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

[Accept Appointments](#) [Cancel Appointments](#)

### 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
<a href="#">Print</a> <a href="#">Amend Bookings</a> <a href="#">Subscribe to Calendar</a>			
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 16:00 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*.