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Headteacher: Miss H Grasby

Monday 26<sup>th</sup> September

Dear Parents and Carers,

### **IMPORTANT INFORMATION - PARENTS' EVENING**

As always, at Olive Hill we view the partnership between school and home as a vital element of your child's development. We are pleased to inform you that we will again be holding parents' evenings for all year groups this term.

We feel it is imperative that we continue to build good relationships with our families and give everyone the opportunity to feel connected with their child's teacher and their child's learning. We are keeping the format the same as our last parents' evening in March:

- Parents' evenings will take place over a fortnight.
- We will use separate entrances for coming into and leaving the building - these will depend on the year group and will be clearly signposted.
- Younger siblings will need to remain in pushchairs or on the lap of an adult attending the appointment if they are not able to be cared for at home. All children should remain under close supervision of their parent/carer.
- It is advised that you bring your child with you to your appointment.

**The parents' evening will take place on the days listed below between 3.30pm - 6.10pm:**

Monday 10<sup>th</sup> October - Nursery, Reception and Year 1

Tuesday 11<sup>th</sup> October - Year 2, Year 3 and Year 4.

Wednesday 12<sup>th</sup> October - Year 5 and Year 6.

Tuesday 18<sup>th</sup> October - Year 5 and Year 6

Wednesday 19<sup>th</sup> October - Year 2, Year 3 and Year 4

Thursday 20<sup>th</sup> October - Nursery, Reception and Year 1

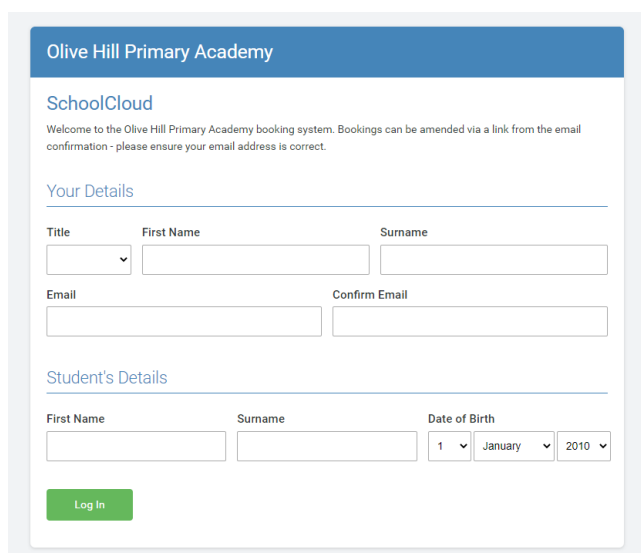
During your ten-minute appointment, you will have the opportunity to discuss your child's start to the school term. Please make sure that if there are any questions you want to ask, you do so early in the conversation, as each parent will have ten minutes. You may arrive 15 minutes prior to your appointment or stay 15 minutes after to view your child's learning (with exception of the first appointment available, where you will only have time after your appointment, or the last appointment available where you will only have time prior to the appointment). Please adhere to these timings to help reduce the numbers of families on site at any one time.

We will be using SchoolCloud to book appointments online. SchoolCloud is completely web-based and there is no need to download or install any additional software. SchoolCloud is intuitive and you will need to book your appointment using the online booking system. School is not able to book the appointments for you. This allows you to choose your appointment time with your child's teacher. If you provide the online booking system with a valid email address it will automatically send an email confirming your appointment times and date; we strongly advise you to do this.

The booking system will open for appointments to be made from **6pm this evening (26/9/22)** and will be made on a first-come, first-served basis. The booking system will close at 6pm the night before that year group's final parents' evening.

Please visit <https://olivehill.schoolcloud.co.uk> to book your appointments. A link to the appointment website can also be found on the homepage of the school website [www.olive.dudley.sch.uk](http://www.olive.dudley.sch.uk). We will also send out a text to the priority 1 parent we have listed on SIMS at 6pm this evening with the link.

When you visit the appointment website you will see a screen that looks like this:



The screenshot shows the login page for Olive Hill Primary Academy's SchoolCloud booking system. The page has a blue header with the school name. Below the header, there is a 'Your Details' section with fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. Below that is a 'Student's Details' section with fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A green 'Log In' button is located at the bottom left of the form area.

It is really important that your login is the exact information that we have on file for you and your child. Any discrepancies in this information will result in you not being able to log on and book an appointment. It will ask for the following information:

- Title of Parent
- First Name of Parent
- Surname of Parent
- Email Address of Parent (**this doesn't have to match our school records**)
- Legal First Name of Student
- Legal Surname of Student
- Date of Birth of Student

If you have multiple children at Olive Hill, you only need to log in once with any child's information, you should then be able to book appointments for all siblings.

If you have any issues with logging in, please contact the school office on 01384 818855 during our usual office hours between 8:00am and 4:00pm.

We look forward to seeing you at your child's appointment.

Kind Regards  
Miss Grasby

Browse to <https://olivehill.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: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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 5a (Automatic): Book Appointments

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 (Step 5b).

## Step 5b (Manual): 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.

## Step 6: 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*.