September 2026

Dear Parents and Carers

Online Appointment Booking

We would like to invite you to attend one of our Parents' Evenings, bookings will open from 12pm Saturday 26th September.

Recp - Y6 **Tues 6th October -** face to face 3.30-5.30pm **OR** online 6-7pm,
Recp - Y6 **Thurs 8th October -** face to face 3.30-6.00pm

Preschool/nursery ONLY Tues 6 Oct, Wed 7 Oct and Thu 8 Oct:
Please see available time slots for face to face appointments.

The school has an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Where teachers share a class, both will be listed but only one of them will be at the appointment dependant on their availability.

Appointment bookings close at 12pm the day before each evening.

Please visit https://oakgreen.schoolcloud.co.uk to book your appointments. A short guide on how to add appointments is included in this letter. Please use your child's LEGAL FORENAME AND SURNAME.

If you experience any issues, please call the school office on Monday and a member of the front office team will talk you through the process.

We look forwarding to seeing you.

Yours sincerely

Mrs Beesley and Mrs Kelloway
Co-Headteachers



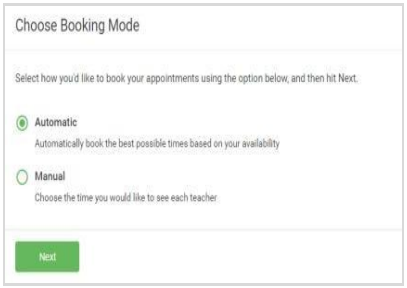
Step 1: Login

Fill out the details on the page then click the *Login* button.
A confirmation of your appointments will be sent to the email address you provide.



Step 2: SelectParents' 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 on a mobile.

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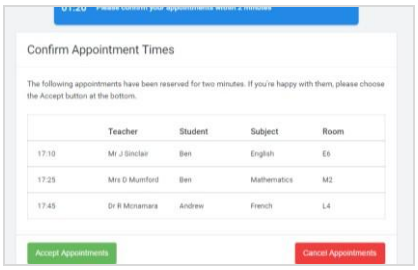
Step 4: Select Availabil ity

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.



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.
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 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*.