

Browse to <https://oxfordspiresacademy.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	Start
Mr J Brown	Sam	English	15:00
Mrs A Wheeler	Sam	Mathematics	16:00
Mr J Brown	Sam	English	17:00

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.

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.

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*.

OSA Online Parents' Evening 2021

Years 11,12 and 13	Thursday 6 th May 2021	5.00pm-8.00pm
(Booking window) Monday 26 th April 9.30am - Tuesday 4 th May 12.00 noon		
Years 9 and 10	Thursday 13 th May 2021	5.00pm-8.00pm
(Booking window) Monday 3 rd May 9.30am - Monday 10 th May 12.00 noon		
Years 7 and 8	Tuesday 8 th June	5.00-8.00pm
(Booking window) Wednesday 26 th May 9.30am - Friday 4 th June 12.00 noon		

Due to the current restrictions we are unable to offer face-to-face appointments therefore the upcoming parent evening sessions will be online. The school is using the easy to use online appointment booking system called School Cloud.

The system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We trialled this system in December 2020 and received positive feedback from parents and staff.

How to book:

Once the booking window is open (dates above) – Please visit:

<https://oxfordspiresacademy.schoolcloud.co.uk/> to book your appointments. To log in you will need to use the information that we hold on our school data base (e.g. the same email address as your ParentMail account)

If you need any further assistance booking your appointments please do not hesitate to contact Ms Poyser spoyser@spires.anthemtrust.uk who will be happy to help.