

Dear Parent/Carer,

## Year 8 Parents' Evening Thursday 22<sup>nd</sup> April 2021 4pm – 7pm - Online Appointment Booking

As we approach the end of the second term for Year 8 at Our Lady's I would like to take the opportunity to thank parents and carers for their support so far this year.

On Thursday 22<sup>nd</sup> April we would like to invite you to attend our Parents' Evening to discuss in more detail the progress your child is making at Our Lady's. To help your child reach their full potential we are asking that you attend the Parents' Evening online to meet with each of their subject teachers to discuss your child's achievements and year so far.

The school has introduced a new intuitive and 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. All the appointments will be carried out online via a video link that you can run from your phone, tablet or home computer providing you have a webcam, microphone and an internet connection. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 26<sup>th</sup> March and will close on Thursday 22<sup>nd</sup> April at 2.30pm. Should you wish to make any changes after this date please contact the school office.

If you feel that you also need to have a discussion with me over pastoral or other issues then please book an appointment through Schoolcloud and subject to availability I will be happy to speak to you. If there are no appointments left then please contact me through the school office.

Please visit our school website or <https://olcc.schoolcloud.co.uk> to book your appointments.

To Login please fill in all the fields with the information the school has on record.

If you have any problems, please email our IT support team at:

[olcc.portalsupport@olcc.lancs.sch.uk](mailto:olcc.portalsupport@olcc.lancs.sch.uk)

Please include your Title, First and last name, email and your students name so they can check and update your details on our system.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Miss J Lee  
Year 8 Progress Leader

Below is a short Video guide on how to make appointments and how to setup your online video meeting. (A link to this can also be found on our school website)

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Our Lady's Catholic College

SchoolCloud

Welcome to the Our Lady's Catholic College parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname

Date of Birth

1 January 2010

Log In

We also have a How to attend your appointments via video call guide below

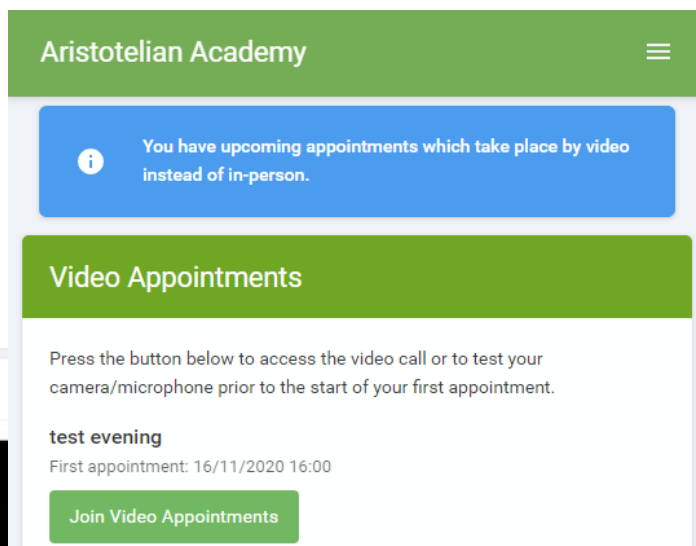
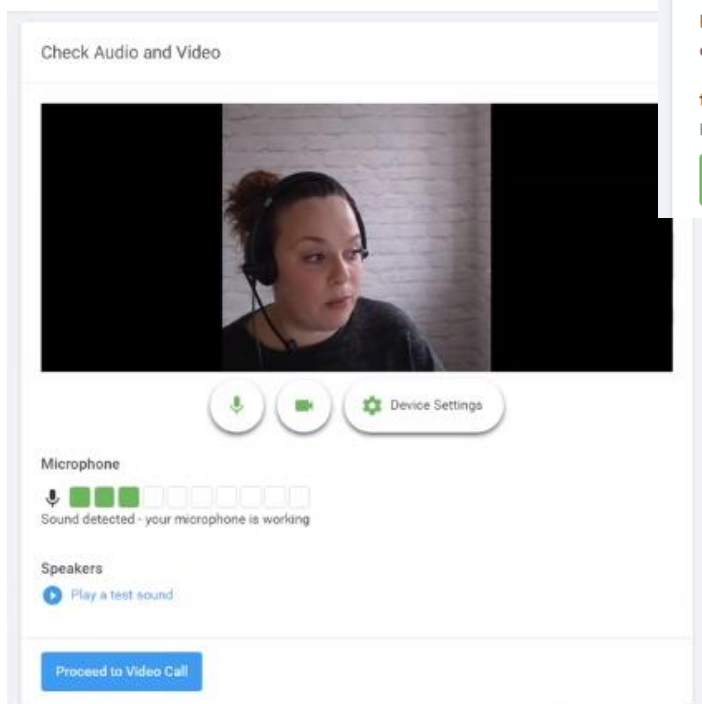
## 1. How to attend your appointments via video call

1. Login to Parents Evening at <https://olcc.schoolcloud.co.uk/> or click the login link on your email confirmation. Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.

2. When you click "Join Video Appointments" the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.



## 2. The Video Call

On this screen you can see the following, when in a call:

At the top left the teacher name (and subject details) for the current and next appointment

At the top right a countdown to the start of the appointment.



At the bottom the controls for the microphone and camera.

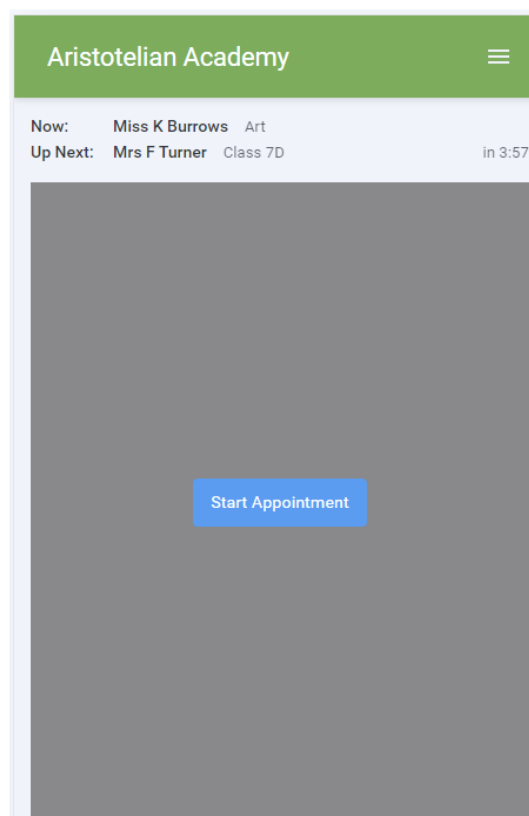


When another person is available these also show a pick up button to start the call and a



hang up button to leave the call.

- In the middle, when your



appointment is due to start, the *Start Appointment* button.

### 3. Making a call

Click the *Start Appointment* button. **YOU MUST CLICK THE START APPOINTMENT BUTTON FOR EVERY MEETING TO ALLOW THE TEACHER TO JOIN YOU.**

You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

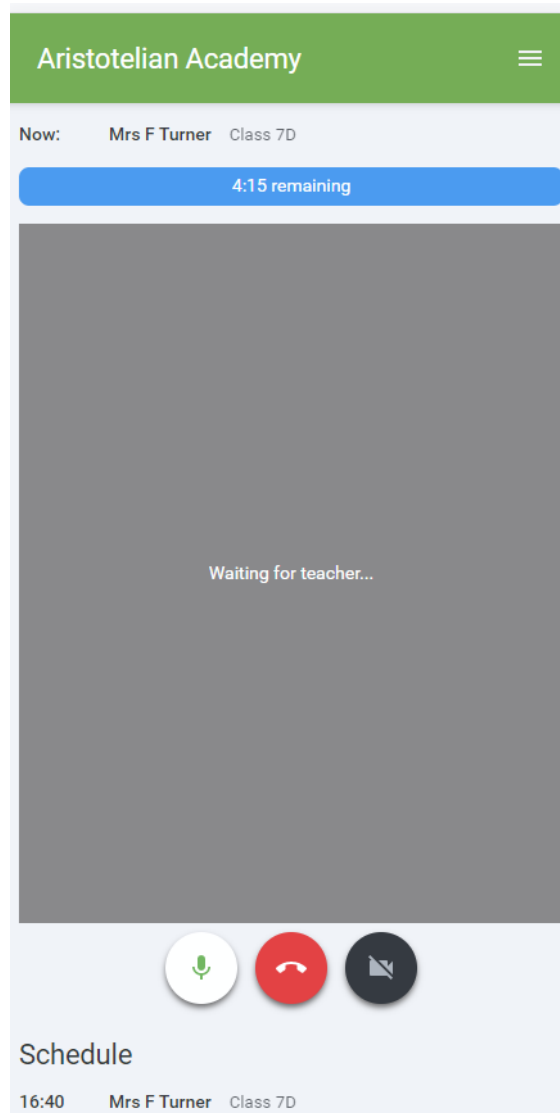
You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

**Note** that if you or the teacher are late, or leave and re-join the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.



### 4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

**Note** that if you delay starting a call it does **not** extend the duration for that appointment.

The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

