



Appledore Gardens
Lindfield
Haywards Heath
West Sussex
RH16 2AQ

tel: 01444 414001
email office@oathall.org
website www.oathall.org

Headteacher: Mr E Rodriguez MA BSc (Hons)

Dear Parent

Year 11 Parents' Evening - Tuesday 11 January - Online Appointment Booking

I would like to invite you to our online Parents' Evening which will run on Tuesday 11 January from 4.30pm to 7.30pm. This will provide an opportunity for you to speak with your child's teachers.

The meetings will take place on a managed video conferencing platform called School Cloud. The system is easy to use and also includes an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Each appointment lasts five minutes with a brief gap between appointments. The timings are managed automatically by the system.

The video calls can take place on any internet connected device with a microphone and camera, this includes smartphones along with tablets, laptops, Chromebooks and desktops. You can of course turn the camera off if you would prefer and this option will also be given to teachers. You do not need to install any software to participate as it all runs in a web browser.

The appointment booking system will open on Thursday 6 January at 12.00 and bookings will close on Monday 10 January at 12.00. Should you wish to make any changes after this date please contact Mrs Van Der Spiegel, gvanderspiegel@oathall.org.

Please note that in any subject where your child has more than one teacher you should only book an appointment with one of their teachers.

If you find you are not able to make an appointment with a teacher you can email them with any questions and, if required, arrange a time to speak with them by phone.

Please visit <https://oathall.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter along with a guide for inviting a second parent to join a call from a different location. A guide on managing the video calls is available at the following link:

[Parents guide to attending video appointments](#)

Please contact Mrs Van Der Spiegel, gvanderspiegel@oathall.org if you have any difficulties making bookings.

Yours sincerely

Mr Houghton

Deputy Headteacher