



Ormiston Victory Academy

Ormiston Victory Academy
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October 2024

Dear Parents and Carers

Year 9 Parents' Evening 14th November 2024 – Online Appointment Booking

We would like to invite you to take part in our virtual Year 9 Parents' Evening on Thursday 14th November. It is so important for you to engage in your child's learning and find out about the progress they are making.

We have decided to run the evening as an online evening from 4pm to 7pm.

The academy uses an intuitive and easy-to-use online booking system to book and manage your appointments. This allows parents/carers to choose their own appointment times with teachers and you will receive an email confirming your bookings.

We want to support parents/carers to ensure that it is a positive experience; please refer to the Parents' Guide below detailing the step-by-step process of how to book appointments. On the academy website under the 'Virtual Parents' Evening' section there is also further guidance and a video to help.

Please visit <https://ormistonvictory.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter). Appointments will open at 4pm on Wednesday 23rd October and will close on Thursday 14th November at noon. Should you wish to make any changes after this date please contact s.mullen@ormistonvictoryacademy.co.uk.

If you do not have access to the internet, please get in contact and we will be happy to support. Equally, if you have any further questions, please do not hesitate to contact your child's form tutor in the first instance.

Yours sincerely,

Mrs O Ballentine
Vice Principal

Mr R Cole
Assistant Principal for KS3

Parents' Guide for Booking Appointments

Browse to <https://ormistonvictory.schoolcloud.co.uk/>

Welcome to the online booking system. Appointments can be reserved for a maximum of 14 days in advance. Please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 29 July 2000

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 | 14:30 | 15:24 | 16:12 | 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (BENCO) | Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs O Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

[Accept Appointments](#) | [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

If you choose 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 isn'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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

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.



Teacher	Student	Subject	Hours
Mr J Brown	Ben	English	16:30-16:40
Miss B Patel	Andrew	English	16:30-16:40
Mrs A Wheeler	Ben	Mathematics	16:50-17:00
Mrs A Wheeler	Ben	Mathematics	17:00-17:10

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*.

School Cloud Virtual Parents Evening Frequently Asked Questions

Q. Is the system secure?

A. The school cloud system is encrypted, and all data held on SchoolCloud Parents Evening is within the European Economic Area (EEA). We do not transfer this data outside of the EEA. SchoolCloud host with one of the top managed hosting providers in the United Kingdom. We maintain a rolling three months of backups which are encrypted using AES-256.

Q. Do I have to have a laptop?

A. The SchoolCloud system can be accessed from any device that meets the following minimum requirements:

- a device (smartphone, tablet, laptop) with a microphone and speaker, front facing camera is also preferred but not essential.
- a compatible web browser:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

Q. How much data will I use?

A. Video calling should adapt to the available bandwidth. The recommended bandwidth for video calls for popular video conferencing solutions tends to be around 1-3 Mbps per call, and we would recommend considering this as a guide. **We would strongly recommend the use of wifi to avoid any additional cost to yourself.**

Q. Can I invite another parent/guardian to join my appointments?

You can give another parent/guardian access to join your video appointments. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

2. You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you, and involved in the evening, they will all be shown.

You must enter their name and an email address, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted. When you click the blue *Send Invite* button an email is sent to the address you entered, giving them a link and details on how to join the call.

3. You will then see a *Manage invites* box that shows your sent invitation and allows you to *Resend* invites or *Remove* them. If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Q. How long are the appointments?

A. Appointments are 5 minutes in duration and this is managed by the SchoolCloud system. Once the 5 minute appointment has run its course the system will automatically conclude the appointment. You will get a countdown warning. **This means that you could get cut off if the call does not end on time.** Please do not take offence. We recommend parents/carers leave a 5 minute buffer at regular intervals to allow you to reflect on the appointments. If you book appointments consecutively, you will have a 1 minute gap between them.

Q. What happens if a teacher is fully booked?

A. It is always a challenge to offer enough appointments and we would therefore ask you to prioritise appointment requests for the subjects where you feel the need is greatest. You can email the member of staff to get feedback at another time.

Q. Can videos be recorded?

A. It's not possible to record calls using the SchoolCloud parents evening software and it is an expectation that no Parents' Evening consultation appointments will be recorded.

Q. Where is the best place to conduct my appointments?

A. We recommend that you find a comfortable well-lit area to conduct your appointments with minimal background noise. As a guide, please dress as though you were attending the evening on-site. Please ensure you are logged into the SchoolCloud system at least 5 minutes prior to your scheduled appointments so that you maximise the time allocated with your teachers and so you can test your video/audio equipment if needed.

Q. What happens if I have a technical problem in the evening?

A. If you have any technical issues on the evening please contact s.mullen@ormistonvictoryacademy.co.uk and a member of staff will be in contact to help support with your issue.

Q. What do I do on the night of the Parents' Evening?

A. Simply log into the SchoolCloud system and your schedule will be displayed. Click on the *Join Video Appointments* button and your evening will begin.

Teacher Email Addresses for Year 9

Subject	Teacher name	Email address
Art	Miss I. Shields	I.Shields@ormistonvictoryacademy.co.uk
Art	Mrs R. Mizon	R.Mizon@ormistonvictoryacademy.co.uk
Computing	Mr A. Butcher	A.Butcher@ormistonvictoryacademy.co.uk
Computing	Mr M. Smith	M.Smith3@ormistonvictoryacademy.co.uk
Computing	Mr R. Arger	R.Arger@ormistonvictoryacademy.co.uk
Core PE	Mr E. Chamberlain	E.Chamberlain@ormistonvictoryacademy.co.uk
Core PE	Mrs M. Duncan	M.Duncan@ormistonvictoryacademy.co.uk
Core PE	Mr O. Willis	O.Willis@ormistonvictoryacademy.co.uk
Core PE	Miss K. Zeki	K.Zeki@ormistonvictoryacademy.co.uk
Core PE	Mr A. Tyne	A.Tyne@ormistonvictoryacademy.co.uk
Core PE	Mrs K. Webb	K.Webb@ormistonvictoryacademy.co.uk
Creative Studies	Miss I. Shields	I.Shields@ormistonvictoryacademy.co.uk
Creative Studies	Mr D. Grimes	D.Grimes@ormistonvictoryacademy.co.uk
Creative Studies	Miss A. Church	A.Church@ormistonvictoryacademy.co.uk
Creative Studies	Ms E. Noble	E.Noble@ormistonvictoryacademy.co.uk
Creative Studies	Mrs F. Richards	F.Richards@ormistonvictoryacademy.co.uk
Creative Studies	Miss L. Tushingham	L.Tushingham@ormistonvictoryacademy.co.uk
Creative Studies	Mrs R. Mizon	R.Mizon@ormistonvictoryacademy.co.uk
DT Engineering	Mr D. Grimes	D.Grimes@ormistonvictoryacademy.co.uk
DT Engineering	Miss L. Tushingham	L.Tushingham@ormistonvictoryacademy.co.uk
English	Mr R. Dixon	R.Dixon@ormistonvictoryacademy.co.uk
English	Mrs R. Williamson	R.Williamson@ormistonvictoryacademy.co.uk
English	Mr D. Hawkins	D.Hawkins@ormistonvictoryacademy.co.uk
English	Mr A. Gleed	A.Gleed@ormistonvictoryacademy.co.uk
English	Mrs R. Goldspink	R.Goldspink@ormistonvictoryacademy.co.uk
English	Miss C. Cousins	C.Cousins@ormistonvictoryacademy.co.uk
English	Ms R. Maxwell-Hunt	R.Maxwell-Hunt@ormistonvictoryacademy.co.uk
English	Mrs T. Naim	T.Naim@ormistonvictoryacademy.co.uk
French	Ms K. Rose	K.Rose@ormistonvictoryacademy.co.uk
French	Ms V. Le Fur	V.LeFur@ormistonvictoryacademy.co.uk
Geography	Miss C. Crane	C.Crane@ormistonvictoryacademy.co.uk
Geography	Miss E. Carman	E.Carman@ormistonvictoryacademy.co.uk
Geography	Mr J. Crosson-Rogers	J.Crosson-Rogers@ormistonvictoryacademy.co.uk
Geography	Mrs L. Rowe	L.Rowe@ormistonvictoryacademy.co.uk
History	Miss L. Manton	L.Manton@ormistonvictoryacademy.co.uk
History	Mr D. Thorrold	D.Thorrold@ormistonvictoryacademy.co.uk
History	Miss A. Fairhead	A.Fairhead@ormistonvictoryacademy.co.uk
Mandarin	Ms N. Lin	N.Lin@ormistonvictoryacademy.co.uk
Mathematics	Dr N. Shamoan	N.Shamoan@ormistonvictoryacademy.co.uk
Mathematics	Mrs N. Taylor	N.Taylor@ormistonvictoryacademy.co.uk

Mathematics	Miss S. Person	S.Person@ormistonvictoryacademy.co.uk
Mathematics	Mr O. James	O.James@ormistonvictoryacademy.co.uk
Mathematics	Mr K. Palmer	K.Palmer@ormistonvictoryacademy.co.uk
Mathematics	Mrs E. Butler	E.Butler@ormistonvictoryacademy.co.uk
Mathematics	Miss C. Matthews	C.Matthews@ormistonvictoryacademy.co.uk
Mathematics	Mr T. King	T.King@ormistonvictoryacademy.co.uk
Music	Mr T. Shelbourn	T.Shelbourn@ormistonvictoryacademy.co.uk
Music	Mrs L. Dagleish	L.Dagleish@ormistonvictoryacademy.co.uk
Music	Miss C. Cousins	C.Cousins@ormistonvictoryacademy.co.uk
Music	Ms H. Curson	H.Curson@ormistonvictoryacademy.co.uk
Performing Arts	Ms C. Smith	C.Smith@ormistonvictoryacademy.co.uk
Performing Arts	Mr T. Shelbourn	T.Shelbourn@ormistonvictoryacademy.co.uk
Performing Arts	Mrs L. Dagleish	L.Dagleish@ormistonvictoryacademy.co.uk
Photography	Mrs F. Richards	F.Richards@ormistonvictoryacademy.co.uk
Religious Education	Mr A. Wilson	A.Wilson@ormistonvictoryacademy.co.uk
Religious Education	Mr J. O'Bryan	J.O'Bryan@ormistonvictoryacademy.co.uk
Science	Mr J. Hunt	J.Hunt@ormistonvictoryacademy.co.uk
Science	Mr A. James	A.James@ormistonvictoryacademy.co.uk
Science	Mr T. Giannesi	T.Giannesi@ormistonvictoryacademy.co.uk
Science	Mrs E. Hurst	E.Hurst@ormistonvictoryacademy.co.uk
Science	Mr M. Foster	M.Foster@ormistonvictoryacademy.co.uk
Science	Mrs L. Dwight	L.Dwight@ormistonvictoryacademy.co.uk
Science	Mr A. Van Raalte	A.VanRaalte@ormistonvictoryacademy.co.uk
Science	Mrs A. Fox	A.Fox@ormistonvictoryacademy.co.uk
Science	Miss M. Shorten	M.Shorten@ormistonvictoryacademy.co.uk
Spanish	Miss C. Pellegrino	C.Pellegrino@ormistonvictoryacademy.co.uk
Spanish	Ms K. Rose	K.Rose@ormistonvictoryacademy.co.uk
Spanish	Mr A. Dearmer	A.Dearmer@ormistonvictoryacademy.co.uk