



**Ormiston Victory Academy**

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January 2025

Dear Parents and Carers

### **Year 8 Parents' Evening 27<sup>th</sup> February 2025 – In-Person Event**

We would like to invite you to take part in our Year 8 Parents' Evening on Thursday 27<sup>th</sup> February. 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 this evening as an in-person event at the academy from 3:45pm 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. Appointments are 5 minutes long with a break to allow time for you to reach your next appointment area. 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.

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 '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 open at midday today and will close on Thursday 27<sup>th</sup> February at noon. Should you wish to make any changes after this time 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 for Quality of Education

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 short time via email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs First Name: Rachael Surname: Abbott  
Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben Surname: Abbott 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 14:36 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<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|--|--|
| 16:30 |                                 | ✓  |  |
| 16:40 |                                 |  |  |
| 16:50 | +                               |  | +                                      |
| 17:00 |                                 |  | +                                      |

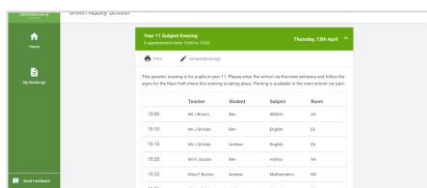
## Step 7: Book Appointments

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*.

## FAQ

### Q. How long are the appointments?

A. Appointments are 5 minutes in duration with a 5 minute break in-between. It is important to keep to your appointment time wherever possible. Should you require longer with a subject teacher, please contact them using the email addresses on the following page.

### Q. How will I know where to go?

For in-person events teachers are located in the main building on the ground and first floor. There is no access to other buildings or classrooms which are not being used for the purposes of the evening. School Cloud details the location of each of your appointments at the time of booking.

### 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 if needed – please see the email addresses on the following page. Alternatively, you can join a teacher's waiting list on School Cloud and leave a message to request feedback via email or telephone.

## Teacher Email Addresses for Year 8

| Subject          | Teacher name         | Email address                                 |
|------------------|----------------------|---|
| Computing        | Mr M. Smith          | M.Smith3@ormistonvictoryacademy.co.uk         |
| Computing        | Mr A. Butcher        | A.Butcher@ormistonvictoryacademy.co.uk        |
| Computing        | Mr R. Arger          | R.Arger@ormistonvictoryacademy.co.uk          |
| Core PE          | Mr E. Chamberlain    | E.Chamberlain@ormistonvictoryacademy.co.uk    |
| Core PE          | Miss K. Zeki         | K.Zeki@ormistonvictoryacademy.co.uk           |
| Core PE          | Mrs K. Webb          | K.Webb@ormistonvictoryacademy.co.uk           |
| Core PE          | Mr A. Tyne           | A.Tyne@ormistonvictoryacademy.co.uk           |
| Core PE          | Mrs L. Bunning       | L.Bunning@ormistonvictoryacademy.co.uk        |
| Creative Studies | Miss C. Long         | C.Long@ormistonvictoryacademy.co.uk           |
| Creative Studies | Miss I. Shields      | I.Shields@ormistonvictoryacademy.co.uk        |
| Creative Studies | Miss L. Tushingham   | L.Tushingham@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 | Mr D. Grimes         | D.Grimes@ormistonvictoryacademy.co.uk         |
| English          | Ms R. Maxwell-Hunt   | R.Maxwell-Hunt@ormistonvictoryacademy.co.uk   |
| English          | Mr A. Gleed          | A.Gleed@ormistonvictoryacademy.co.uk          |
| English          | Mrs T. Naim          | T.Naim@ormistonvictoryacademy.co.uk           |
| English          | Mr D. Hawkins        | D.Hawkins@ormistonvictoryacademy.co.uk        |
| English          | Mrs R. Williamson    | R.Williamson@ormistonvictoryacademy.co.uk     |
| English          | Miss C. Cousins      | C.Cousins@ormistonvictoryacademy.co.uk        |
| English          | Miss C. Read         | C.Read@ormistonvictoryacademy.co.uk           |
| English          | Mr R. Dixon          | R.Dixon@ormistonvictoryacademy.co.uk          |
| English          | Mrs R. Goldspink     | R.Goldspink@ormistonvictoryacademy.co.uk      |
| Geography        | Mr J. Crosson-Rogers | J.Crosson-Rogers@ormistonvictoryacademy.co.uk |
| Geography        | Miss C. Crane        | C.Crane@ormistonvictoryacademy.co.uk          |
| Geography        | Miss E. Carman       | E.Carman@ormistonvictoryacademy.co.uk         |
| Geography        | Miss T. Burrows      | T.Burrows@ormistonvictoryacademy.co.uk        |
| German           | Mrs E. Baiao         | E.Baiao@ormistonvictoryacademy.co.uk          |
| German           | Ms K. Rose           | K.Rose@ormistonvictoryacademy.co.uk           |
| History          | Mr J. O'Bryan        | J.O'Bryan@ormistonvictoryacademy.co.uk        |
| History          | Miss A. Fairhead     | A.Fairhead@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      | Miss R. Petrova      | R.Petrova@ormistonvictoryacademy.co.uk        |
| Mathematics      | Miss C. Matthews     | C.Matthews@ormistonvictoryacademy.co.uk       |
| Mathematics      | Mrs E. Cork          | E.Cork@ormistonvictoryacademy.co.uk           |
| Mathematics      | Mr K. Palmer         | K.Palmer@ormistonvictoryacademy.co.uk         |
| Mathematics      | Dr N. Shamoan        | N.Shamoan@ormistonvictoryacademy.co.uk        |

|                     |                   |   |
|---------------------|-------------------|---|
| Mathematics         | Mrs E. Butler     | E.Butler@ormistonvictoryacademy.co.uk     |
| Mathematics         | Mrs N. Taylor     | N.Taylor@ormistonvictoryacademy.co.uk     |
| Mathematics         | Mr O. James       | O.James@ormistonvictoryacademy.co.uk      |
| Mathematics         | Mr T. King        | T.King@ormistonvictoryacademy.co.uk       |
| Music               | Ms H. Curson      | H.Curson@ormistonvictoryacademy.co.uk     |
| Music               | Mrs L. Dalglish   | L.Dalglish@ormistonvictoryacademy.co.uk   |
| Music               | Mr T. Shelbourn   | T.Shelbourn@ormistonvictoryacademy.co.uk  |
| Performing Arts     | Ms C. Smith       | C.Smith@ormistonvictoryacademy.co.uk      |
| Performing Arts     | Miss C. Cousins   | C.Cousins@ormistonvictoryacademy.co.uk    |
| Performing Arts     | Mrs L. Dalglish   | L.Dalglish@ormistonvictoryacademy.co.uk   |
| Religious Education | Mr A. Gleed       | A.Gleed@ormistonvictoryacademy.co.uk      |
| Religious Education | Mr A. Tyne        | A.Tyne@ormistonvictoryacademy.co.uk       |
| Religious Education | Mr A. Wilson      | A.Wilson@ormistonvictoryacademy.co.uk     |
| Religious Education | Mrs R. Williamson | R.Williamson@ormistonvictoryacademy.co.uk |
| Religious Education | Mr A. James       | A.James@ormistonvictoryacademy.co.uk      |
| Religious Education | Mr J. O'Bryan     | J.O'Bryan@ormistonvictoryacademy.co.uk    |
| Religious Education | Mrs A. Cordy      | A.Cordy@ormistonvictoryacademy.co.uk      |
| Religious Education | Miss R. Petrova   | R.Petrova@ormistonvictoryacademy.co.uk    |
| Science             | Mr M. Foster      | M.Foster@ormistonvictoryacademy.co.uk     |
| Science             | Mrs L. Dwight     | L.Dwight@ormistonvictoryacademy.co.uk     |
| Science             | Dr D. Allen       | D.Allen@ormistonvictoryacademy.co.uk      |
| Science             | Miss K. Wilford   | K.Wilford@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             | Mr A. Van Raalte  | A.VanRaalte@ormistonvictoryacademy.co.uk  |
| Science             | Mrs E. Hurst      | E.Hurst@ormistonvictoryacademy.co.uk      |
| Science             | Miss M. Shorten   | M.Shorten@ormistonvictoryacademy.co.uk    |
| Spanish             | Ms K. Rose        | K.Rose@ormistonvictoryacademy.co.uk       |
| Spanish             | Mrs E. Baiao      | E.Baiao@ormistonvictoryacademy.co.uk      |
| Spanish             | Ms V. Torres      | V.Torres@ormistonvictoryacademy.co.uk     |
| Spanish             | Mr A. Dearmer     | A.Dearmer@ormistonvictoryacademy.co.uk    |