

30 April 2024

Y9 Parents' Evening - Online Appointment Booking

Dear Parent / Carer,

We would like to invite you to attend our Y9 Parents' Evening on **Wednesday 15th May 2024** from **4.30 – 7.00pm**. This will give you the opportunity to talk to individual subject teachers about your child's progress. Appointments with form tutors are not required.

Parents' Evening appointments are conducted through our schoolcloud site using online video conferencing. The system allows you to choose your own appointment times with teachers and you will receive an email confirming these times. The feedback we received last year from parents was overwhelmingly in favour of continuing the use of schoolcloud for this academic year.

Appointments can be made **from Tuesday 7th May from 6.00pm onwards** and **will close on Wednesday 15th May at 12.00pm**. Should you wish to make any changes after this date, please contact the school.

If your child is taught by more than one teacher in a subject, please only book one appointment slot for that subject. Your child will have been told which teacher to book an appointment with.

Please note that appointment slots will be prioritised for students who are continuing with that subject at GCSE in Y10 – this particularly affects History and Geography, and it may be the case that you will only be able to book an appointment with the subject that your child has opted for next year.

There will be no appointments available for Core IT, as these teachers all teach Y9 GCSE subjects. Any students taking Pre-Computing, having opted for GCSE Computing in Y10, will be able to book an appointment with Mr Davies.

Please visit <https://highstorrschool.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

To login you will need to enter the following information which is checked against the information on our school database. There are no specific user names or passwords required.

- 1) **Parent's name**
- 2) **Parent's email address** (this must match the email we have on record)
- 3) **Student's name**
- 4) **Student's date of birth**

The conferencing calls will be conducted through the *schoolcloud* website and therefore internet access will be required to attend using a device with a microphone and speaker (laptop, tablet, mobile phone). Use of the video facility is completely optional, but will require camera access. The web address below contains a useful video guide for accessing and conducting school cloud virtual parents' evening appointments.

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

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

Yours sincerely

Mr A Walton-McBain
Deputy Headteacher

Parents' Guide for Booking Appointments

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

Your Details

Title First Name Surname
Mrs Rachel Abbot

Email Confirm Email
rabbott@gmail.com rabbott@gmail.com

Student's Details

First Name Surname Date Of Birth
Ben Abbot 20 July 2000

Log In

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 parents' evening you wish to book.

Unable to make the date 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

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

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

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. Please note the evening is for subject teachers only and not form tutors.

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 D Mumford	Ben	Mathematics	M2
17:40	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

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).

Mr J Brown
SENCO (A2)

Miss B Patel
Class 10E (HS)

Mrs A Wheeler
Class 11A (L1)

Ben

Andrew

Ben

16:30

16:40

16:50

17:00

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.

My Bookings

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:40	Dr R Monamara	Andrew	French	L4

Print

Subscribe to Calendar

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*.