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Our ref: AS/AF/office 24-25/year 8 parents evening

19 December 2024

Dear Parent/Carer

Year 8 Parents' Evening Thursday 16th January 4:00pm - 6:30pm

We are pleased to announce that our Year 8 Parents' Evening will take place on Thursday, 16th January. This year, we will be holding online video appointments through SchoolCloud, allowing you to meet with your child's teachers from the convenience of your own home.

These virtual meetings provide an excellent opportunity to discuss your child's progress, achievements, and any areas where additional support may be beneficial. Staff will be available online throughout the evening to provide the information, advice, and guidance that both you and your child needs to ensure their success.

The evening will be based online, and you will meet your child's teachers through a live video call. These can be done through any internet enabled device that has a microphone/camera, so for example, most mobile phones, tablets, laptops will work. Please make sure you visit the website before the evening and book your appointments. This allows you to select your own times with teachers. You will also receive an email confirming your appointments.

Appointments can be made from **now and will close on <u>Thursday 16th January at midday</u>.** Please note that all bookings are 5 minutes long and the system automatically disconnects after this time has expired.

The instructions for booking and carrying out the live video appointments are below.

smithillsschool.schoolcloud.co.uk



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.

















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.



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.



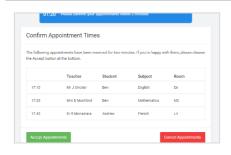
Step 4: Select Availability

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



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.



Step 6: Book Appointments (Automatic)

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.



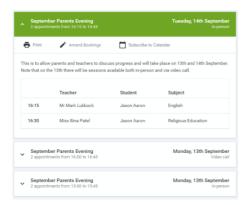
Step 7: Book Appointments

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.



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.

Yours faithfully

Mr A Scholefield Assistant headteacher