



Our ref:AS/AF/office24-25/year8parentsevening

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 Thursday 16th January at midday.** 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

email confirmation - 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: 20 July 2008

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September.
Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September
In-person & video call
Open for bookings >
- Tuesday, 14th September
In-person
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



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
SENCO
- Mrs A Wheeler
Class T1A

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.

01:20 Please confirm your appointments within 2 minutes

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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments CANCEL Appointments

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.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class T1A (L1)
	Ben	Andrew	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.

September Parents Evening
2 appointments from 16:15 to 16:45

Tuesday, 14th September
In-person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:45

Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45

Monday, 13th September
In-person

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