



29th September 2021

Dear Parent/Carer

YEAR 13 VIRTUAL PARENTS'/CARERS' EVENING WEDNESDAY 13TH OCTOBER 2021

Now that your son/daughter has had time to settle down into the routines of this year's work, I hope that you will welcome the opportunity to discuss his or her progress and UCAS predicted grades with subject teachers. On Friday 8th October, Year 13 students will be receiving their first Progress Report, which will include teacher feedback about performance so far this year. We feel that it is of great benefit to meet parents/carers now in the early part of the year so that we can discuss current progress, identify early difficulties and resolve any problems while there is still time.

We have, therefore, scheduled the Parents'/Carers' Evening for parents/carers and members of Year 13 on Wednesday 13th October, from 4.30pm to 7.30pm. This Parents'/Carers' Evening will be held remotely via video calls.

Appointments should be made by parents/carers through the following website <https://hazelwick.schoolcloud.co.uk/>. Please find attached with this letter a guidance sheet that will take you through the steps to making appointments with your child's teachers. In addition, this link, <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>, provides a guide on how to attend your video appointments. The booking process will 'go live' at 6pm on Wednesday 29th September and close at 6pm on Tuesday 12th October. If you experience problems using this system, please contact the Sixth Form office.

In addition to subject staff, the Heads of Sixth Form will also be available during the evening, by appointment, to discuss the more general aspects of students' progress, attainment and future prospects. To book an appointment please contact Mrs Hughes, Sixth Form Coordinator, rather than using the school cloud website, dhughes@hazelwick.org.uk.

- Mr Hillier (Head of Sixth Form)
- Dr Owen (Assistant Head of Sixth Form)

I hope that you will accept this invitation to meet online, ideally with your son or daughter, and we look forward to meeting you then. If you are unable to attend, we will still expect your son or daughter to make an appointment with their teachers for Parents'/Carers' Evening.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J Hillier', written in a cursive style.

Mr J Hillier
Assistant Headteacher
Head of Sixth Form

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

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 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 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

If there is a teacher you do not wish to see, please unlick 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.

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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	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).

Time	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 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.

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

View 11 bookings

This parent's evening has been booked on the main website and follow the sign for the date that you are attending to book your appointment.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Miss B Patel	Andrew	Mathematics	M2
16:50	Mrs A Wheeler	Ben	French	L4
17:00	Mr J Brown	Andrew	Mathematics	M2
17:10	Mrs D Mumford	Ben	English	E6

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*.