

Headteacher: Ms A Fearon BA (Hons) MA NPQH Chair of Governors: Mrs R Bowron

29<sup>th</sup> September 2021

Dear Parent/Carer

# YEAR 13 VIRTUAL PARENTS'/CARERS' EVENING WEDNESDAY 13<sup>TH</sup> 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 8<sup>th</sup> 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 13<sup>th</sup> 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 <a href="https://hazelwick.schoolcloud.co.uk/">https://hazelwick.schoolcloud.co.uk/</a>. 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, <a href="https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call">https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call</a>, provides a guide on how to attend your video appointments. The booking process will 'go live' at 6pm on Wednesday 29<sup>th</sup> September and close at 6pm on Tuesday 12<sup>th</sup> 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, <a href="mailto:dhughes@hazelwick.org.uk">dhughes@hazelwick.org.uk</a>.

- 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,

Mr J Hillier

Assistant Headteacher

Head of Sixth Form

# **Parents' Guide for Booking Appointments**



Browse to https://hazelwick.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*.

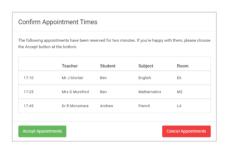
We recommend choosing the automatic booking mode when browsing on a mobile device.



## **Step 4: 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.



#### 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).



## 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.



#### 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.