

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

14th February 2022

Dear Parent/Carer

YEAR 8 PARENTS'/CARERS' EVENING — MONDAY 7th MARCH 2022

I am pleased to invite you to the Year 8 Parents'/Carers' Evening, which will be held on Monday 7th March from 4.30pm to 7.30pm. This Evening will be held remotely via schoolcloud.

During the evening, you will have the opportunity to discuss your child's progress with his or her teachers following the latest academic report, which you will receive after half term. In addition to your child's current subject teachers, other members of senior staff will also be available to help you with any remaining questions concerning option choices you may have. If you would like to book an additional appointment, please contact Mrs Bishop, the Year 8 Pastoral Coordinator (kbishop@hazelwick.org.uk). I would also like to stress the importance of your child attending the evening.

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 Monday 14th February and close at 6pm on Sunday 6th March. If you experience problems using this system, please contact the Year 8 office.

Appointments will be between 4 and 5 minutes long. If you have concerns that may require a more considered discussion, please contact the Year 8 office to arrange a separate meeting on another occasion.

I hope that you will be able to attend this important evening.

Yours faithfully,

Ms A Fearon Headteacher

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*.

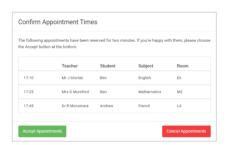
We recommend choosing the automatic booking mode when browsing on a mobile device.



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.