

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

9<sup>th</sup> March 2022

Dear Parent/Carer

## YEAR 7 PARENTS'/CARERS' EVENING: WEDNESDAY 23rd MARCH

I am pleased to invite you to the Year 7 Parents'/Carers' Evening, which will be held on Wednesday 23<sup>rd</sup> 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 and report with his or her teachers. I would also like to stress the importance of your child attending the evening.

Appointments should be made by parents/carers through the <u>schoolcloud website</u>. 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, the online guide 'How to attend <u>appointments over video call</u>' is available. The booking process will 'go live' at 6pm on Wednesday 9<sup>th</sup> March and close at 6pm on Tuesday 22<sup>nd</sup> March. If you experience problems using this system, please contact the Year 7 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 7 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*.

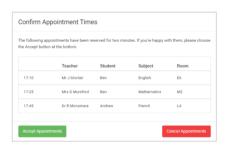
We recommend choosing the automatic booking mode when browsing on a mobile device.



## **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.