

Hazelwick School

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

4th January 2023

An Academy

Dear Parent/Carer

Year 11 Parents'/Carers' Evening - Wednesday 25th January

You will be aware that GCSE mock examinations were taken in school during the three weeks before the end of term, and on Friday 20th January, you will receive a report for your son/daughter.

The Year 11 Parents'/Carers' Evening, will be held on **Wednesday 25th January** from 4.30pm to 7.30pm. This Parents'/Carers' Evening will be held remotely via <u>schoolcloud</u>. 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.

There is also the opportunity to speak with Mr Hillier, Head of Sixth Form, to discuss progression routes beyond GCSE. If you wish to make an appointment with Mr Hillier, please contact Mrs Fleming, Year 11 Pastoral Coordinator (<u>Ifleming@hazelwick.org.uk</u>).

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 '<u>How to attend</u> <u>appointments over video call</u>' is available. The booking process will 'go live' at 6pm on Wednesday 4th January and close at 6pm on Tuesday 24th January. If you experience problems using this system, please contact the Year 11 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 11 office to arrange a separate meeting on another occasion.

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

Yours faithfully,

Mr L Evans Head of Middle School

Parents' Guide for Booking Appointments



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

Title	First Name	Sumame				
Mrs •	Rachael	Abbot				
Email		Confirm Email				
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rabbot4@gmail Student's D First Name		rabbol4@gmail.com Date Of Birth				

Click a date to rsday, 16th Marc

riday, 17th March

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.

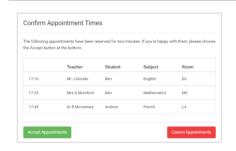
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Choos	e the time you would like to see each teacher

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 untick them be Mrs A Wheele Mr J Brown





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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.

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.