



# Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

19<sup>th</sup> January 2023

Dear Parent/Carer

## Year 13 Parents'/Carers' Evening: Thursday 9<sup>th</sup> February 2023

Following the Year 13 mock examinations during the first two weeks of January, on Friday 3<sup>rd</sup> February, you will receive your son/daughter's second Progress Report. We feel that, at this crucial point in the year, it is of great benefit to meet parents/carers with students, to discuss current progress and resolve any issues while there is still time.

We have, therefore, scheduled the Parents'/Carers' Evening for Thursday 9<sup>th</sup> February, 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, recent mock examinations and report with his or her teachers. I would also like to stress the importance of your son/daughter attending the evening.

The booking system will 'go live' at 6pm on Thursday 19<sup>th</sup> January and close at 6pm on Wednesday 8<sup>th</sup> February. Appointments should be made by parents/carers through the [schoolcloud website](#) and will be either 6 or 12 minutes long, depending on whether your appointment is with an individual teacher or both subject teachers.

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 appointments over video call](#)' is available. If you experience problems using this system, including queries about having access to a suitable device, please contact the [Sixth Form office](#).

In addition to subject teachers, 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 Pastoral Co-ordinator).

- Mr Hillier (Head of Sixth Form)
- Mr McIver (Assistant Head of Sixth Form, Head of Year 13)

If you have concerns that may require a more considered discussion, please contact the [Sixth Form office](#) to arrange a separate meeting on another occasion.

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.

Yours faithfully

Mr J Hillier  
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))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
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 when the evening is being done. Booking is available in the main website on your.

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 A Wheeler	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*.