



An Academy

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

11<sup>th</sup> May 2023

Dear Parent/Carer

### Year 10 Parents'/Carers' Evening: Thursday 8th June 2023

I am pleased to invite you to the Year 10 Parents'/Carers' Evening, which will be held on Thursday 8<sup>th</sup> June 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.

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 Thursday 11<sup>th</sup> May and close at 6pm on Wednesday 7<sup>th</sup> June. If you experience problems using this system, please contact the Year 10 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 10 office to arrange a separate meeting on another occasion.

I hope that you will be able to attend this important evening and thank you, as always, for your support.

Yours faithfully,

Ms A Fearon Headteacher

# Parents' Guide for Booking Appointments



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

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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.

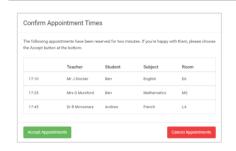
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Auton	atically book the best possible times based on your availability
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Choos	e the time you would like to see each teacher

# 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.