



# Hazelwick School

An Academy

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

24<sup>th</sup> May 2023

Dear Parent/Carer

## Year 7 Parents'/Carers' Evening — Wednesday 21<sup>st</sup> June 2023

I am pleased to invite you to the Year 7 Parents'/Carers' Evening, which will be held on Wednesday 21<sup>st</sup> June 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 their teachers following the latest academic report, which you will receive after half term. I would also like to stress the importance of your child attending the evening with you.

Appointments should be made by parents/carers through the [schoolcloud website](#). 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. The booking process will 'go live' at 6pm on Wednesday 24<sup>th</sup> May and close at 6pm on Tuesday 20<sup>th</sup> June. 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

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 app.

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*.