



Nether Stowe School

Headteacher: Mr G Langston-Jones
St Chad's Road
Lichfield, Staffordshire
WS13 7NB
Tel: 01543 263446 & 263487

17th January 2022

Year 8 Online Parents' Evening: Thursday 27th January

Dear parent or carer,

As I trust you will be aware, our academic parents' evenings now take place via online video call. We know this provides a great deal of much needed flexibility and convenience for parents and carers. Using the new system, you can select your own appointment times with teachers. You will also receive an email confirming your appointments as well as a link to access the video appointments at the scheduled time.

The window for you to make appointments is open from 4:00pm on Wednesday 19th January and will close at 6:00pm on Wednesday 26th January. Please note that, once slots are taken, we are not able to free up further time.

Please visit <https://netherstowe.schoolcloud.co.uk/> to book your appointments.

When making appointments you can note specific questions or issues you would like to discuss with the class teacher, which the teacher is able to review in advance of the appointment. I would urge you to use this facility if there is a particular matter you would like to explore.

A short guide on how to create appointments is also included at the end of this letter. Your login information is as follows:

Student's First Name
Student's Surname
Student's Date of Birth

A full guide for parents and carers on how to attend video calls, as well as further information and technical guidance can also be accessed via the link below. Appointments can be accessed using a video-enabled laptop, tablet or phone:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

As with any new system, it is important to fully acquaint yourself with the supporting information in advance of the evening. Furthermore, a parents' evening should never be the only point of contact to discuss academic progress and I would also encourage you to proactively contact staff where you have questions or matters you would like to discuss. Should you have further questions, please let us know.

Yours faithfully,
Mr G Langston-Jones
Headteacher

Email: office@netherstowe.com Website: www.netherstowe.com Twitter: [@netherstowe](https://twitter.com/netherstowe)



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THE SUTTON PARK
TEACHING SCHOOL ALLIANCE



Parents' Guide for Booking Appointments

Browse to <https://netherstowe.schoolcloud.co.uk/>

PERSONAL TO THE 'SECRET MUMMY' PARENTS' EVENING BOOKING SYSTEM. APPROPRIATE CARE OF SENSITIVE INFORMATION. PLEASE CONFIRM YOUR BOOKING WITH AN email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September	>
Tuesday, 14th September	>

[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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class T1A
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[Continue to Book Appointments](#)

Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

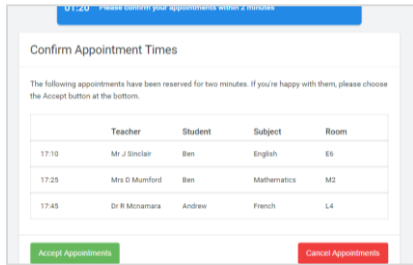
Email: office@netherstowe.com Website: www.netherstowe.com Twitter: [@netherstowe](https://twitter.com/netherstowe)



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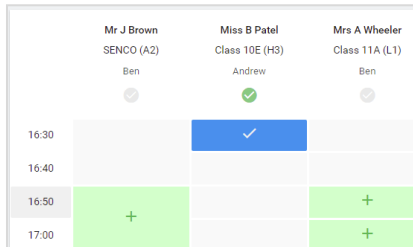




Step 6: Book Appointments (Automatic)

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.

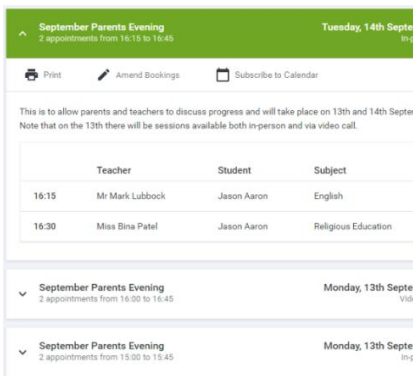


Step 7: Book Appointments

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. You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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 8: 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*.

Email: office@netherstowe.com Website: www.netherstowe.com Twitter: [@netherstowe](https://twitter.com/netherstowe)



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