



31st October 2022

Year 11 Parents' Evening: Thursday 10th November, 3:15pm to 5:45pm

Dear parent or carer,

As I trust you will be aware, all of our academic parents' evenings take place via online video call. The feedback from last year was that this provided a great deal of much needed flexibility and convenience for parents and carers.

The online appointment booking system and meeting platform allows you to choose your own appointment times with teachers. Once booked, you will receive an email confirming your appointments as well as a link to access the video appointments at the scheduled time. Appointments are available for all staff and separate appointments can also be made with the SENDCO, Miss Sullivan, using the same system.

The window for making appointments is open from 5:00pm on Wednesday 2nd November and will close at 6:00pm on Wednesday 9th November. Please note that, once slots are taken, we are not able to free up further time.

Please note that, due to availability, Maths appointments for students in Miss Williams' Year 11 group only, will take place on **Wednesday 9th November**. The window for making appointments to speak to Miss Williams closes at 6pm on 8th November.

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

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

The system is tried, tested, highly intuitive and easy to use. 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 following link:

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

If you are new to the system, it is important to acquaint yourself with the support information in advance of the meeting. Should you have any questions, please let us know.

Yours faithfully,

Mr G Langston-Jones
Headteacher

Parents' Guide for Booking Appointments

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

email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Raebel | Surname: Abbot

Email: rabot4@gmail.com | Confirm Email: rabot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 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
In-person & video call
Open for bookings
- Tuesday, 14th September
In-person
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

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 | 17:00

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

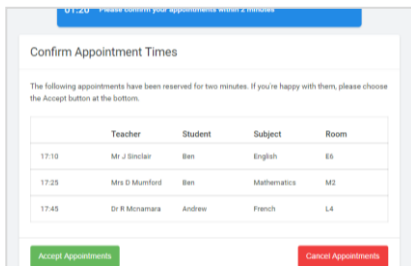
Mr J Brown (BENCO)

Mrs A Wheeler (GIBS TTA)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

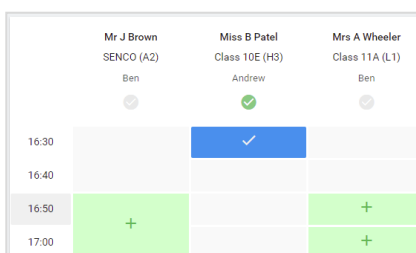
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.

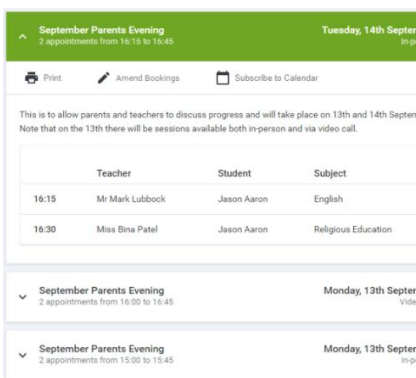


Step 7: Book Appointments

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*.