

6<sup>th</sup> February 2023

Year 11 Parents' Evening: 16th February

Dear parent or carer,

As I trust you will be aware, all of our academic parents' evenings take place via online video call. This scheduled evening is the second for Year 11 pupils and, importantly, the final formalised opportunity to discuss progress and the results of the trial examinations with teachers.

As you will be aware, 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 8<sup>th</sup> February and will close at 6:00pm on Wednesday 15th February. Please note that, once slots are taken, we are not able to free up any further time.

Please visit <a href="https://netherstowe.schoolcloud.co.uk/">https://netherstowe.schoolcloud.co.uk/</a> 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

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.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

If you are new to the system, it is important to fully 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

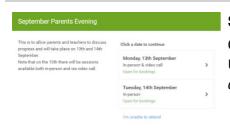
# Parents' Guide for Booking Appointments

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



#### 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.



## **Step 3: Select Booking Mode**

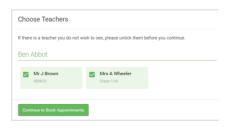
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



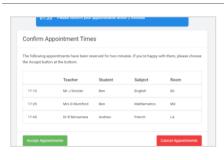
#### Step 4: Select Availability

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



## **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*.