



6th 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 8th 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 <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

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 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/>

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are input fields for Title (a dropdown menu with 'Mrs' selected), First Name (containing 'Rachael'), and Surname (containing 'Abbot'). Below these are two 'Email' input fields, both containing 'rabbot4@gmail.com'. The 'Student's Details' section has input fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date Of Birth (with a date picker showing '20' for the day and 'July' for the month, and a year dropdown set to '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.

The screenshot shows a page titled 'September Parents Evening'. It contains a green header bar with the title. Below the header, there is a text block explaining the event: '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.' To the right, there is a section titled 'Click a date to continue' with two date options: 'Monday, 13th September' (In-person & video call, Open for bookings) and 'Tuesday, 14th September' (In-person, Open for bookings). At the bottom, there is a link that says '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

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.

The screenshot shows a screen titled 'Choose Teachers'. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this is a section titled 'Choose earliest and latest times' with a horizontal slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. A green bar is positioned above the slider, indicating the selected availability range from 14:00 to 17:00. Below the slider, it says '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
SENCO

Mrs A Wheeler
Class 11A

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.

01:20 Please confirm your appointments before booking

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.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monnara	Andrew	French	L4

Accept Appointments

Cancel Appointments

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40			
16:50	+		+
17:00			+

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.

September Parents Evening Tuesday, 14th Septem
2 appointments from 16:15 to 16:45

Print Amend Bookings Subscribe to Calendar

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

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th Septem
2 appointments from 16:00 to 16:45

September Parents Evening Monday, 13th Septem
2 appointments from 15:00 to 15:45

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*.