



28<sup>th</sup> February 2023

## Year 9 Parents' Evening: Thursday 9<sup>th</sup> March, 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 flexibility and convenience.

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. Please note that appointments with Miss Sullivan are to discuss SEND issues only.

**The window for making appointments is open from 6:00pm on Wednesday 1<sup>st</sup> March and will close at 6:00pm on Wednesday 8<sup>th</sup> March.**

**Appointments start at 3:15pm and run to 5:45pm 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.

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 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/>

email confirmation - please ensure your email address is correct.

**Your Details**

|       |            |         |
|-------|------------|---------|
| Title | First Name | Surname |
| Mrs   | Rachael    | Abbot   |

Email

|                   |                   |
|-------------------|-------------------|
| rabbot4@gmail.com | 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 | > |
| 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

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 within 2 minutes

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 Monamara | 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<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>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*.