

10<sup>th</sup> November 2023

Year 7 Parents' Evening: Thursday 23rd November 3:15pm to 5:45pm

Dear parent or carer,

As I hope you will now be aware, we have returned to face-to-face parents' evening appointments. Parents' Evening takes place in the main school Hall. Parents should enter via the main student entrance, which is signposted.

We use School Cloud for you to conveniently arrange appointments with the staff you would like to see.

The online appointment booking system allows you to choose your own appointment times with your child's teachers. Once booked, you will receive an email confirming your appointment times.

The window for making appointments is open from 6:00pm on Wednesday 15<sup>th</sup> November and will close at 6:00pm on Wednesday 22<sup>nd</sup> November.

Appointments start at 3:15pm and run to 5:45pm It is important to note that, once slots are taken, we are not able to free up further time. Therefore, we always advise you to book early to avoid potential disappointment.

If you are not able to attend the evening, or make a convenient appointment, staff will not be able to provide general feedback outside of the parents' evening. However, if you have a specific issue you would like to discuss, this can always be addressed directly with the staff member ,or Head of Department, in the first instance.

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

An additional letter will be provided in advance of the parent's evening to provide further guidance for appointments. If you have any questions, please contact the school via the <a href="mailto:office@netherstowe.com">office@netherstowe.com</a> address.

Yours faithfully,

Mr G Langston-Jones Headteacher

Headteacher: Mr G Langston-Jones Nether Stowe School St Chad's Road Lichfield WS13 7NB 01543 216 443



# **Parents' Guide for Booking Appointments**

Browse to <a href="https://netherstowe.schoolcloud.co.uk/">https://netherstowe.schoolcloud.co.uk/</a>



#### 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.

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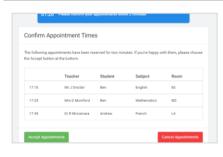
# Nether Stowe School

Be Respectful. Be Ambitious. Be Resilient.



### **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.

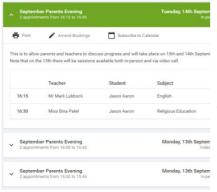
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.

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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*.

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