

23rd January 2023

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Principal: Lorraine Taylor

Dear Parent/Carer

Year 7 Progress Evening – Thursday 2nd February - Appointment Booking

We are very proud of our Year 7s and the heart and tenacity they have shown in their first term at Hartshill Academy. To support their continued progress we are inviting you to attend our Year 7 Progress Evening on Thursday 2nd February between 2pm and 7pm.

To ensure there is sufficient time for all the meetings the academy day will finish for Year 7 pupils at 12:55pm on Thursday 2nd February. All pupils will leave via the main front gate.

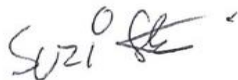
This is a very important event and allows you to hear directly from the teachers, about the progress your child is making, and to understand their areas for further development.

Please visit <https://hartshill.schoolcloud.co.uk/> to book your online appointment. There is a guide to booking appointments on School Cloud at the end of this letter.

The booking system for making appointments will be open from 8:00am on Thursday 26th January and will close at 9.00pm on Wednesday 1st February. Should you wish to make any changes after this date please contact the school office.

If you have any queries or need any support please do not hesitate to email Miss Wallbank the Year 7 Pastoral Leader chelsea.wallbank@midlandat.co.uk

Yours sincerely



Suzi Shepherd
Vice Principal

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The first section, 'Your Details', contains fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The second section, 'Student's Details', contains fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is located at the bottom left of the form.

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 screen titled 'Parents' Evening'. It contains a green header bar with the title. Below the header, there is a paragraph of text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right of this text, there is a section titled 'Click a date to continue:' which lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings'. At the bottom of this section, 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 contains a paragraph of text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' Below this text, there are two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option has the text 'Automatically book the best possible times based on your availability' below it. The 'Manual' option has the text 'Choose the time you would like to see each teacher' below it. A green 'Next' button is located at the bottom left of the form.

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 contains a paragraph of text: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this text, there is a section titled 'Ben Abbot' which contains two checkboxes: 'Mr J Brown' (checked) and 'Mrs A Wheeler' (checked). Below each checkbox, there is a name and a class: 'SENCO' for Mr J Brown and 'Class 11A' for Mrs A Wheeler. A green 'Continue to Book Appointments' button is located at the bottom left of the form.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

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 5b).

	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 5b (Manual): 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.

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.

Year 11 Subject Evening
14 appointments from 16:30 to 18:00

Print Amend Bookings

This presents evening to the pupils in year 11. Please enter the school on the main entrance and follow the signs for the Main Hall where it's existing a taking place. The time is available in the main school car park.

Teacher	Student	Subject	Room
16:00	Mr J Brown	Sen	SENCO
16:10	Mr J Sinclair	Ben	English
16:15	Mr J Sinclair	Andrew	English
16:20	Mr R. JONES	Ben	History
16:25	Mrs D Mumford	Andrew	Mathematics
16:30	Miss B Patel	Andrew	SENCO

Step 6: 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*.