

12<sup>th</sup> November 2023

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www.hartshill.midlandat.co.uk  
**Principal: Lorraine Taylor**

Dear Parent/Carer

### **Year 10 Progress Day – Thursday 23<sup>rd</sup> November - Online Appointment Booking**

We are very proud of our Year 10s and the heart and tenacity they have shown in their first half term of their GCSE and BTEC courses. To support their continued progress, we are inviting you to attend our Online Year 10 Progress Evening on Thursday 23<sup>rd</sup> November from 4pm to 7pm. All our meetings will be held online on SchoolCloud.

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 as pupils prepare for their Mid- Year examinations in January.

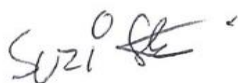
Please visit <https://hartshill.schoolcloud.co.uk> to book your appointments. There is a guide to booking appointments on SchoolCloud at the end of this letter. There is a video link below the guide on how to attend your appointments on the day too.

The booking system for making appointments will be open from 4pm on Friday 17<sup>th</sup> November and will close at 4pm on Thursday 23<sup>rd</sup> November. Should you wish to make any changes after this date please contact the school office.

As well as the opportunity to meet with teachers to discuss progress, there is also the opportunity to book appointments with Mrs Partridge our careers advisor, to discuss next steps, as well as sixth form and college applications.

If you have any queries or need any support please email Mrs Gittings the Head of Year 10 [Susan.gittings@midlandat.co.uk](mailto:Susan.gittings@midlandat.co.uk)

Yours sincerely



Suzi Shepherd  
Vice Principal

# Parents' Guide for Booking Appointments

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

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email

rabbot4@gmail.com	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

Log In

## 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.

Parents' Evening

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.

Click a date to continue:

Thursday, 16th March	>
Open for bookings	
Friday, 17th March	>
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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Continue to Book Appointments

## 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 McNamara	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  
18th April 19:00 - 19:30

Print

The parent's evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Year 11 hall where this evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	A2
Mr J Brown	Ben	English	A6
Mr J Brown	Andrew	English	E6
Mr J Brown	Ben	History	M6
Mrs D Mumford	Andrew	Mathematics	M2
Mrs D Mumford	Andrew	Science	B2

### 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*.

## How to attend your appointments over video call

The video on this link shows you how to attend your appointments on video call

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>