

9th January 2023

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**Principal: Lorraine Taylor**

Dear Parent/Carer

### **Year 10 Progress Evening – Thursday 19<sup>th</sup> January - Appointment Booking**

We are very proud of our Year 10s and the heart and tenacity they have shown in their first term of their GCSE and BTEC courses. To support their continued progress we are inviting you to attend our Year 10 Progress Evening on Thursday 19<sup>th</sup> January from 2pm-7pm.

To ensure there is sufficient time for all the meetings the academy day will finish for Year 10 pupils at 12:55pm on Thursday 19<sup>th</sup> January, those in receipt of a free school meal will be able to collect their lunch from the canteen before leaving the Academy. All pupils will leave via the main front gate.

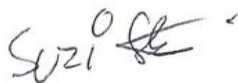
This is a very important event and allows you to hear directly from the teachers, about the progress your child is making, and to understand their areas for further development.

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

The booking system for making appointments will be open from 8:00am on Thursday 12<sup>th</sup> January and will close at 9.00pm on Wednesday 18<sup>th</sup> January. 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 Merrigan the Year 10 Pastoral Leader [Millie.Merrigan@midlandat.co.uk](mailto:Millie.Merrigan@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 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 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 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 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 is a section titled 'Ben Abbot' which contains two checkboxes: 'Mr J Brown' (checked) with the subtext 'SENCO', and 'Mrs A Wheeler' (checked) with the subtext 'Class 11A'. 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  
Thursday, 12th April

Print Amend Bookings

This present evening is for pupils in year 11. Please enter the school on the main entrance and follow the signs for the Main Hall where it's easiest to take your phone. The ring 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 A 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*.