

18th March 2024

Dear Parent/Carer

Year 7 Progress Evening – Thursday 11th April- Appointment Booking

We are very proud of our Year 7s and the heart and tenacity they have shown during a challenging but exciting year at Hartshill Academy. To support their continued progress we are inviting you to attend our Year 7 Progress Evening on Thursday 11th April 2024

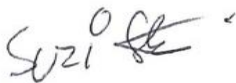
This is a very important event and allows you to hear directly from the teachers, about the progress your child is making, and to understand their areas for further development.

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 21st March and will close at 9.00pm on Wednesday 10th April. 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@Hartshillacademy.org.uk

Yours sincerely



Suzi Shepherd

Vice Principal

Principal: Miss L Taylor

Parents' Guide for Booking Appointments

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

Your Details

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

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 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

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[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.

Principal: Miss L Taylor

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
Thursday, 12th April

My Bookings

Print

The parents evening is for pupils in year 11. Please enter the school on the main entrance and follow the signs for the Main Hall before this evening is being done. The times available in the main hall are as follows:

Teacher	Student	Subject	Room	
15:00	Mr J Brown	Sen	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr R Jackson	Ben	History	H6
15:25	Mrs D Mumford	Andrew	Mathematics	M2
15:30	Mrs J Pardo	Andrew	Science	S0

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*.