

12<sup>th</sup> January 2024

Dear Parent/Carer

**Year 11 Progress Evening – Thursday 25<sup>th</sup> January - Online Appointment Booking**

We are very proud of our Year 11s and the heart and tenacity they have shown during the very challenging autumn term. To support their continued progress, and to discuss preparation for the final examinations we are inviting you to attend our Online Year 11 Progress Evening on Thursday 25<sup>th</sup> January 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 mock exams in February, and the final GCSE examinations in May.

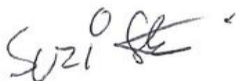
Please visit <https://hartshill.schoolcloud.co.uk> to book your appointments. There is a guide to booking appointments on SchoolCloud at the end of this letter. There is a video link below the guide on how to attend your appointments on the day too.

The booking system for making appointments will be open from 9am on Thursday 18<sup>th</sup> January and will close at 4pm on Wednesday 24<sup>th</sup> January. 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 Miss Merrigan the Head of Year 11 [millie.merrigan@hartshillacademy.org.uk](mailto:millie.merrigan@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.

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).

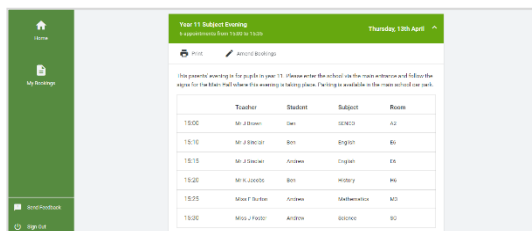
	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊖	✓	⊖
16:40			
16:50	+		+
17:00			+

### 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.



Teacher	Student	Subject	Room
15:00 Mr J Brown	Ben	English	A2
15:10 Mr J Brown	Ben	English	B6
15:15 Mr J Brown	Andrew	English	E6
15:20 Mr K Jackson	Ben	History	H6
15:25 Miss F Burton	Andrew	Mathematics	M2
15:30 Miss F Burton	Andrew	Mathematics	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.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Principal: Miss L Taylor