



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

GRAMMAR SCHOOL ROAD 
LATCHFORD, WARRINGTON
WA4 1JL

01925 636414 

01925 417468 

INFO@BOTELER.ORG.UK 

WWW.BOTELER.ORG.UK 

/THOMASBOTELER   



Diocese of Liverpool



THE CHURCH
OF ENGLAND

Diocese of Chester

JK/CO/ADMIN/ALLDEPTS/PARENTSEVENINGS/Y8PARENTEVENING

14th October 2021

Dear Parent/Carer

YEAR 8 PARENTS' EVENING MONDAY 1ST NOVEMBER 2021

I hope you are well and have enjoyed speaking to your child about what they have been learning in their lessons since returning in September.

The forthcoming Parents' Evening is a hugely important night of the year for parents/carers, teachers and most crucially, students. It provides the opportunity for parents to speak to the people that their children spend up to 8 hours a week with and to get an insight into how those hours are spent, their child's progress and how their education can be optimised moving forward.

This Parents' Evening will be **virtual** and we will be using our online platform **School Cloud**. The reason we are still 'virtual' is because there are still some anxieties and worries amongst parents/carers due to the pandemic. We want to make this evening as accessible as possible to all parties.

School Cloud this allows you to make all the appointments yourself rather than relying on your child to remember to make an appointment. As a school we believe that strong lines of communication are crucial and we really want to provide you with the best possible experience in supporting your child. You will be responsible for making the appointment with the teacher (via the platform) and when you have done this you will then receive a confirmation email.

Appointments can be made from **Friday 15th October 2021** and will close on **Monday 1st November 2021 at 2pm**. If you wish to make any changes after this date, please contact the school office.

Please visit <https://boteler.schoolcloud.co.uk> or click on "**Parents' Eve**" on **the top right of the school website homepage** to book your appointments. (A short guide on how to add appointments will be included with this letter.) Please login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
Student's Date of Birth: Drop down menu

I have included a link below which gives guidance to parents on how to attend appointments over the video call.

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



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Year 8 will have completed their first half term at since returning to school after the summer holiday. The conversations that take place on this evening are an excellent opportunity for dialogue about progress in specific subjects so far. **KS3 Working At (WA) assessments start on Monday 15th November** and last over a two week period. WA assessments are formal tests that take place under exam conditions assessing the knowledge that has been delivered that term. Teachers will be able to share information about the curriculum content and revision that will need to take place to ensure students are fully prepared. Teachers will also be able to share information about how you can support your son/daughter at home in the build up to these assessments.

Following the evening we will send an evaluation to all parents for completion. We really appreciate this feedback as it allows us to follow up any issues raised and helps to improve our future Parents' Evenings.

If there are any worries, concerns, or questions then please do not hesitate to contact me as I will be only too happy to support you.

Our subject teachers are looking forward to meeting you on **Monday 1st November 2021.**

Yours faithfully,



Mr J Koltan
Senior Assistant Headteacher
jkoltan@boteler.org.uk



Mrs L Butcher
Head of Year 8
lbutcher@boteler.org.uk

Browse to <https://boteler.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 2009

Log In

Step 1: Login

Login using the link above or by clicking “**Parents’ Eve**” at the top right on the home page of the school website. 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 – **Monday 1st November**

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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.

Home 11:00am

Parents' Evening

Home 11:00am

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16:50 Mr J Brown	Ben	English	E6
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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*.