



# SIR THOMAS BOTELER

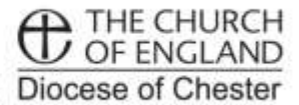
CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

GRAMMAR SCHOOL ROAD   
LATCHFORD, WARRINGTON  
WA4 1JL

01925 636414   
01925 417468 

INFO@BOTELER.ORG.UK   
WWW.BOTELER.ORG.UK   
/THOMASBOTELER   



JK/CO/ADMIN/ALLDEPTS/SLT/Y7PARENTSEVENEW

22<sup>nd</sup> November 2022

Dear Parent/Carer,

## Year 7 Subject Teacher Parents' Evening Monday 5<sup>th</sup> December 2022 3:30pm-7pm

We would like to invite you to a **Parents' Evening** on **Monday 5<sup>th</sup> December 2022** to discuss the progress your child is making with their subject teachers. This Parents' Evening will be **face to face in school** and all teachers are looking forward to having conversations in person. We will be using **School Cloud** as a booking system which allows you to book the appointment times that are convenient for you and is more efficient than your child having to book appointments with subject teachers on your behalf. Appointments will be available from **3:30pm-7pm**.

Appointments will last for 5 minutes, with teachers having a timer on the desk to ensure that times are adhered to and prevent any appointments being missed due to other appointments over running. If there are any questions or discussion that will take longer than the time available on the evening, subject teachers can respond via email or a telephone conversation at a convenient time for yourself. A map has been attached with this letter to highlight the location of our subject teachers on the evening to assist you the bookings of your appointments.

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 **Wednesday 23<sup>rd</sup> November 2022** and will close on **Monday 5<sup>th</sup> December 2022 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

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.

Yours faithfully,

Mr J Koltan  
**Senior Assistant Headteacher**  
[jkoltan@boteler.org.uk](mailto:jkoltan@boteler.org.uk)



PART OF THE CHALLENGE ACADEMY TRUST | **SERVE** | **CHALLENGE** | **EMPOWER**

THE CHALLENGE ACADEMY TRUST C/O BRIDGEWATER HIGH SCHOOL, BROOMFIELDS ROAD, WARRINGTON, WA4 3AE • COMPANY#: 10689247 • VAT#: 296154966



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

**Your Details**

Title:  First Name:  Surname:

Mr

Email:  Confirm Email:

**Student's Details**

First Name:  Surname:  Date Of Birth:

25 / 10 / 2000

## 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 5<sup>th</sup> December**

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.

## 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 uncheck them before you continue.

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

## 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 Brown	Ben	English	15
17:25	Mrs A Wheeler	Ben	Mathematics	102
17:40	Dr H Wilkinson	Andrew	French	14

## 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)	Miss B Patel (Class 10E) (A2)	Mrs A Wheeler (Class 11A) (S, T)
	Ben	Andrew	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.

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

**My Bookings**

Time	Teacher	Student	Subject	Room
16:30	Miss B Patel	Andrew	Mathematics	10E
16:50	Mr J Brown	Ben	English	15
17:00	Mrs A Wheeler	Ben	Mathematics	102

## 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*.