



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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Diocese of Liverpool



Diocese of Chester

JK/CO/ADMIN/ALLDEPTS/SLT/Y11PARENTSEVENEW

14th Decemeber 2022

Dear Parent/Carer,

Year 11 Parents' Evening Monday 9th January 2023 15.30-19.00

We will be emailing a copy of your child's mock results on Friday 6th January in advance of **Year 11 Parents' evening which will be held in school on Monday 9th January**. Booking for this parents' evening is now open on SchoolCloud. **This is perhaps the most important Parents' evening of a child's secondary education.** On return from Christmas, Year 11 students will only have 15 school weeks left until the GCSE exams begin

This Parents' Evening will be **face to face in school** and all teachers are looking forward to having conversations in person and discussing your child's performance in their Mock Exams. Appointments will be available from **3:30pm-7pm**.

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 **now** and will close on **Monday 9th January 2023 at 2pm**. If you wish to make any changes after this date, please contact the school office. I would advise making bookings before we break for the Christmas holiday to ensure you can speak to all your child's subject teachers.

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



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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 9th January**

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: [Grey] [Blue with checkmark] [Grey]

16:40: [Grey] [Grey] [Grey]

16:50: [Green with +] [Grey] [Green with +]

17:00: [Green with +] [Grey] [Green with +]

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.

My Bookings

View 11 Selected Evening Appointments for 16/01/2020

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6

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*.