



JK/CO/ADMIN/ALLDEPTS/PARENTSEVENING/Y9PARENTSEVE

Dear Parent/Carer,

## Year 9 Parents' Evening Monday 30th January 3:30-7pm

I would like to invite you to our **Parents' Evening** on **Monday 30<sup>th</sup> January**. This is an important evening where you can discuss with subject teachers your child's progress and possible Option choices and suitability of subjects for your child.

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. The platform for the evening is **now live** so bookings can be immediately. 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.

Please visit <u>https://boteler.schoolcloud.co.uk</u> 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 is included with this letter.) 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 video call.

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

Yours faithfully,

Mr J Koltan Senior Assistant Headteacher



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# Parents' Guide for Booking Appointments



Browse to <a href="https://boteler.schoolcloud.co.uk/">https://boteler.schoolcloud.co.uk/</a>

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@g		rabbol4@gmail.com
rabbot4@g Student's First Name	Details	rabbol4@gmail.com

Click a date to continue: Thursday, 16th March

riday, 17th March

### 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.

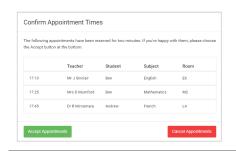
### Step 2: Select Parents' Evening

Click on the date you wish to book - Monday 30th January

Unable to make all of the dates listed? Click I'm unable to attend.

Sele	ot how you'd like to book your appointments using the option below, and then hit Next.
۲	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

# Choose Teachers If there is a teacher you do not wish to see, please untick them before you continue. Ben Abbot Image: Mr. J Brown SENCO Image: SENC



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### 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.

### **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.

### 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).

### 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.



### 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.