



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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JK/CO/ADMIN/ALLDEPTS/PARENTSEVE/2223/Y11

21st September 2023

Dear Parent/Carer,

Year 11 Parents' Evening Monday 2nd October 2023, 3.30-7pm

I hope you are well and that you had a lovely Summer. It has been brilliant welcoming back our new Year 11 students.

We would like to invite you to a **Parents' Evening** on **Monday 2nd October 2023**. The reason for holding this evening this early in the school year is to enable our subject teachers to discuss your child's performance in the Mock Exams they sat at the end of Year 10 and for you to have an understanding of what they need to do in order to ensure they succeed. We will also be able to provide you with information around future key assessment dates. Our subject teachers will also explain the support and interventions that will be provided. We absolutely want the very best outcomes for your child and these conversations are crucial in securing these.

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**.

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.

In response to the feedback we received following parents' evenings last year, a popular request was to provide the location of subjects prior to the evening to assist with making bookings. This way time is not lost and appointments missed caused by travelling between locations.

I can confirm the location of subjects below:

Hall – English, Maths, Enterprise, Science and RE

Room 19 – Sport, Drama, Dance, Music and Art

Drama Studio – History, Geography, Travel & Tourism, French/Spanish, D&T, Graphics, Hospitality and Computer Studies

Appointments can be made from **Friday 22nd September 2023** and will close on **Monday 2nd October 2023 at 2pm**. If you wish to make any changes after this date, please contact the school office.



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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

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot@gmail.com, Confirm Email: rabbot@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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 2nd October**

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
Mr J Wheeler	Ben	English	E8
Mrs D Mumford	Ben	Mathematics	M2
Dr R Mccamara	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).

Manual Booking Grid

Time	Mr J Brown SENCO (A2) Ben	Miss E Patel Class 10E (F-S) Andrew	Mrs A Wheeler Class 11A (L1) Ben
10:30	+	✓	+
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.

My Bookings

View My Bookings | Manage My Bookings

The parent message for each appointment. Please click on the link to view the details of the appointment.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E8
Mrs D Mumford	Ben	Mathematics	M2
Dr R Mccamara	Andrew	French	L4

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*.