



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

GRAMMAR SCHOOL ROAD
LATCHFORD, WARRINGTON,
CHESHIRE, WA4 1JL

01925 636414

INFO@BOTELER.ORG.UK

WWW.BOTELER.ORG.UK

/THOMASBOTELER

JK/CO/ADMIN/ALLDEPTS/SLT/Y7PARENTSEVENEW

21st November 2023

Dear Parent/Carer,

Year 7 Subject Teacher Parents' Evening Monday 4th December 2023 3:30pm-7pm

We would like to invite you to a **Parents' Evening** on **Monday 4th December 2023** to discuss the progress your child is making with their subject teachers. 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.

Appointments can be made from **Wednesday 22nd November 2023** and will close on **Monday 4th December 2023 at 2pm**. If you wish to make any changes after this date, please contact the school office.

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, Science and RE

Room 19 – PE, Drama, Music and Art

Drama Studio – History, Geography, French/Spanish, D&T and Computer Studies

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 4th 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

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 11:00 AM

Parents' Evening

Thank you for booking your appointment.

Teacher	Student	Subject	Room
16:50 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Ben	English	E6
16:50 Mrs D Mumford	Ben	Mathematics	M2
16:50 Mrs D Mumford	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	French	L4

My Bookings

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*.