



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

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JK/CO/ADMIN/ALLDEPTS/SLT/Y10PARENTSEVENEW

7th February 2024

Dear Parent/Carer,

Year 10 Parents' Evening Monday 26th February 3:30-7pm

I would like to invite you to our **Parents' Evening** on **Monday 26th February**. This is an important evening where you can discuss your child's progress to date in their GCSE/BTEC qualifications with 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. The platform for the evening is **now live** so bookings can be made 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.

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, Dance, Music and Art

Canteen – History, Geography, Travel & Tourism, French/Spanish, D&T, Graphics, Hospitality 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 is included with this letter.) Login with the following information:



PART OF THE CHALLENGE ACADEMY TRUST

TCAT, C/O BRIDGEWATER HIGH SCHOOL, BROOMFIELDS ROAD,
WARRINGTON, WA4 3AE · COMPANY#: 10689247 · VAT#: 296154966



• HIGH EXPECTATIONS | HIGH ASPIRATIONS | HIGH STANDARDS | YOU WILL SUCCEED

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,

A handwritten signature in black ink, appearing to read 'J. Koltan'.

Mr J Koltan

Associate Deputy Headteacher

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 26th February**

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 for this evening.

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

Print

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*.