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JK/CO/ADMIN/ALLDEPTS/SLT/Y10PARENTSEVENEW

7<sup>th</sup> 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 26<sup>th</sup> 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 <a href="https://boteler.schoolcloud.co.uk">https://boteler.schoolcloud.co.uk</a> 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

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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,

D. K.

Mr J Koltan

**Associate Deputy Headteacher** 

# Parents' Guide for Booking Appointments



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



#### 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 26th February

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



#### **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*.

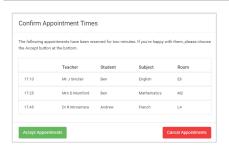
We recommend choosing the automatic booking mode when browsing on a mobile device.



### **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*.