



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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/THOMASBOTELER

SMA/CJO/ADMIN/ALLDEPTS/PARENTSEVENINGS/2425/Y7PARENTTUTORCATCHUP

1st October 2024

Dear Parent/Carer

YEAR 7 FORM TUTOR PARENTS' EVENING MONDAY 14TH OCTOBER 2024

I hope you are well and have enjoyed speaking to your child about their exciting experiences since joining the Boteler Family. The forthcoming Form Tutor Parents' Evening is an excellent opportunity to meet your child's Form Tutor to discuss how they have settled in at Sir Thomas Boteler Church of England High School so far. You may have questions to ask that have arisen since your child has joined us which our Form Tutors will be delighted to answer.

This Parents' Evening will be **face to face in school** and all Year 7 Form Tutors 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 Tutors on your behalf. Appointments will be available from **15:30 – 19:00**.

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 2nd October 2024** and will close on **Monday 14th October 2024 at 14:00**. If you wish to make any changes after this date, please contact the school office.

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. 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.

Our Form Tutors are looking forward to seeing you on **Monday 14th October 2024**.

Yours faithfully,

Mr S Mason
Associate Assistant Headteacher
smason@boteler.org.uk

Mrs L Ashwin
Head of Year 7
lashwin@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 14th 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
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	English	E6
Mrs A Wheeler (Class 11A (L1))	Ben	English	E6

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 14 Oct 2019 16:58

Parents' Evening

My Bookings

16:50 Mrs D Mumford Ben Mathematics M2

17:10 Mr J Sinclair Ben English E6

17:25 Mrs D Mumford Ben Mathematics M2

17:45 Dr R McNamara Andrew French L4

18:00 Miss Wheeler Andrew Science SC

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*.