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04 May 2021

Dear Year 7 Parents and Carers,

Year 7 Virtual Parents' Evening: Wednesday 12th May 2021, 2.30pm - 6.30pm

We are very excited to be trialling our first ever Y7 Virtual Parents' Evening. We have spent the last month or so exploring and trialling how we can meet with parents effectively and we think we have found the solution in the online platform **SchoolCloud**.

SchoolCloud allows parents to book online appointments to calendared virtual school meetings. SchoolCloud allows you to choose your own appointment times with your child's teachers and organises these appointments into 'best fit' times for you and your availability. Once all of your appointments are booked, you will receive an email confirming them, then all you have to do is log onto SchoolCloud ahead of your first appointment and SchoolCloud will do the rest.

We are confident that this is one of the best platforms available and feedback taken from initial trialling has been really positive. Staff and parents so far have found it an easy system to use and an effective and safe way to allow us to resume our face to face meetings with parents and carers, something which we have missed over the last few months.

As this is a trial, we welcome any feedback you have on your experience and you will receive a short survey, following the Virtual Parents' Evening, to give you the opportunity to let us know what you think.

Parent, student and teacher meetings:

The **Year 7 Virtual Parents' Evening on Wednesday 12th May 2021, 2.30pm - 6.30pm** is an opportunity for you and your child to meet with your child's teachers and receive updates on your child's academic progress (both in school and whilst learning remotely).

Appointment times are limited to **7 minutes** per appointment and our staff have been asked to concisely report to you on the following four areas:

1. Specific updates regarding our delivery of the curriculum – what has been taught/ is being taught/ will be taught by the end of this academic year
2. Your child's academic performance to date and their current attitude to learning
3. Your child's attendance to and participation in remote learning
4. Your child's strengths and targets for further development and improvement

In addition to staff sharing this information, you will also be given the opportunity to submit any specific questions you might have for individual teachers when making your appointments. We would encourage parents to use this feature to make these meetings even more personalised and supportive. The 7 minutes available is extremely valuable for our staff to communicate to you a detailed update, therefore there will be limited time for live Q&A. With this in mind, please help us tailor your appointment to you and what you would like to know through submitting questions in advance via SchoolCloud and/or getting in touch with our staff via email after the event, if questions arise from the VPE.

Booking your appointments:

The appointment window to make your bookings opens Wednesday 5th May at 9am and will close on Monday 10th May at 12pm.

All parents and carers wishing to attend must log into SchoolCloud and make their appointments within this window. Should you wish to make any changes after this date please contact the school office.

Please visit <https://farringdonca.schoolcloud.co.uk> to book your appointments. I have included with this letter a step-by-step guide on how to log in and add appointments. Logging in should be simple, all you need is the following information:

	Example
Student's First Name:	Alex
Student's Surname:	McGregor
Parent Email Address:	Lynne.M@gmail.com
Date of Birth:	12 January 2011

You should book an appointment with each of your child's teachers. Teaching staff will be available for appointments between **2.30pm - 6.30pm**. You may also wish to book an appointment with your child's Heads of Year for pastoral support. Due to potentially high demand for meetings with Mrs Henderson (Head of Year 7), we have asked Mrs Henderson to arrange individual phone appointments with parents who request them. These will take place as close to Wednesday 12th May as is possible. If you would like to receive a phone call appointment with Mrs Henderson, please contact the school office or Mrs Henderson directly via email and your request will be noted.

All of the correspondence from SchoolCloud will be via email so it is important that we have your current email address. If you need to update us with this, please get in touch with the school office to do this. In addition, if you do not have access to the internet or have any difficulty in booking your appointments or attending this event online, please contact the school office who will be happy to support you and discuss your needs.

Stay safe and we look forward to seeing you all very soon.

Yours sincerely,

Mrs A.Farley
Deputy Headteacher

Browse to <https://farringdonca.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

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.

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 unlick 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 Minamara	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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
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.

My Bookings

Thursday, 16th April

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
17:00 Mr J Brown	Ben	English	E6
17:10 Mr J Brown	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4
17:50 Mrs A Wheeler	Ben	Class 11A	L1

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*.