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21 March 2022

Dear Year 7 Parents and Carers,

Year 7 Virtual Parents' Evening: Wednesday 23rd March 2022, 3pm – 6.30pm

For our Parents' Evening we use the online platform **SchoolCloud** which allows you to choose your own appointment times with your child's teachers and the system 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.

Parent, student and teacher meetings:

The **Year 7 Virtual Parents' Evening** is an opportunity for you and your child to meet with your child's teachers and receive an update on your child's academic progress.

Appointment times are limited to **5 minutes** per appointment and our staff have been asked to concisely report to you on the following areas:

1. Your child's academic performance to date, including in class assessments and their attitude to learning
2. Your child's strengths and targets for further development and improvement, in line with their target grade

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.

Booking your appointments:

The appointment window to make your bookings is open until Wednesday 23rd March at 12pm.

All parents and carers wishing to attend must log into SchoolCloud and make their appointments within this window. Please visit <https://farringdonca.schoolcloud.co.uk> to book your appointments. I have included on the reverse of 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	Parent Email Address:	Lynne.M@gmail.com
Student's Surname:	McGregor	Date of Birth:	12 January 2008

You should book an appointment with each of your child's teachers. Teaching staff will be available for appointments between **3pm – 6.30pm**.

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.

Yours sincerely,

Mr S Waller
Associate Assistant Headteacher



Parents' Guide for Booking Appointments

Browse to <https://farringdonca.schoolcloud.co.uk/>

Welcome to the online booking system. Please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 29 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 12th September
In-person & video call
Open for bookings

Tuesday, 14th September
In-person
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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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 5: Choose Teachers

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
Mr J Smiler	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr B Monomara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

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.

Mr J Brown (SENCO) Miss B Patel (Class 10E (HS)) Mrs A Wheeler (Class 11A (L1))

Ben Andrew Ben

16:30		✓	
16:40			
16:50	+		+
17:00	+		+

Step 7: 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.

September Parents Evening Tuesday, 14th September (In person)

2 appointments from 16:15 to 16:45

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
Mr Mark Lubbock	Jason Aaron	English
Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 12th September (Video call)
2 appointments from 16:50 to 18:45

September Parents Evening Monday, 13th September (In person)
2 appointments from 15:00 to 15:45

Step 8: 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*.