

January 2021

Dear Parent(s)/Carer(s),

**Year 11 Parents' Evening Monday 18<sup>th</sup> January 2021 4-6.30pm**

Dear Parent(s)/Carer(s),

I am pleased to invite you to Year 11 Parents' Evening on Monday 18<sup>th</sup> January from 4.00pm-6.30pm. The evening provides an excellent opportunity for you to meet with all of your child's subject teachers and discuss their current progress.

In order to comply with our Covid-19 risk assessment and Government guidance, **these appointments will take place via video call**. Please see the following link for further information:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

In order to allow the evening to take place virtually, appointments will need to be made using our usual online appointment booking system. This system allows you to book your own appointments with your child's teachers at a time that suits you. You will receive an email confirming your appointment along with the link button to attend on the evening. The video call appointments are accessed via the same system. Please ensure that you are logged on 5 minutes before your allocated time.

Booking slots will be available to parents/carers from 8pm on Thursday 7<sup>th</sup> January and will close on Thursday 14<sup>th</sup> January at 3pm. The system accepts bookings on a first come, first served basis.

Please visit <https://chaseterraceacademy.schoolcloud.co.uk> to book your appointments. A link is also available on our website via the ICT services section. (A short guide on how to use this system is also attached).

If you do not have access to the internet, or experience issues in logging in, please contact the year office. Issues with logging in usually occur when the information we have on our system doesn't match what you are typing in, however your information can be easily updated by getting in touch.

We look forward to seeing you.

Yours faithfully,



**Mrs E Scholes**  
**Head of Year 11**

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

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbott

Email: rachael@schoolcloud.co.uk, Confirm Email: rachael@schoolcloud.co.uk

**Student's Details**

First Name: Ben, Surname: Abbott, Date Of Birth: 22 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 Abbott

- 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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr B Moriyama	Andrew	French	L4

Accept Appointments (Green) | Cancel Appointments (Red)

## 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).

**Manual Booking Grid**

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
16:40		Blue box with checkmark	
16:50	Green box with +		Green box with +
17:00	Green box with +		Green box with +

## 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.

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**

Teacher	Subject	Room	Time
Mr J Brown	English	E5	17:10
Mrs D Mumford	Maths	M2	17:25
Dr B Moriyama	French	L4	17:45

## 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*.