

April 2026

Dear Parent(s)/Carer(s),

**Year 8 Progress Evening Thursday 30<sup>th</sup> April 2026 4-6.30pm**

I am pleased to invite you to Year 8 Progress Evening on Thursday 30<sup>th</sup> April 2026 from 4.00pm-6.30pm. The evening provides an excellent opportunity for you to meet with your child's subject teachers and discuss their current progress. Please be aware that due to teachers having more than one group in certain subjects it may be difficult to see all your child's teachers.

These appointments will take place **in person at school**. Each appointment will be 5 minutes long and we will allow 5 minutes between appointments so that you are able to move between teachers.

Appointments will still 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 appointments.

Booking slots will be available to parents/carers from **8am on Thursday 16<sup>th</sup> April** and will close on Tuesday 28<sup>th</sup> April at 12pm. 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 Lloyd**  
**Head of Year 8**

email confirmation - please ensure your email address is correct.

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 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, 13th 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.

09:20 - Please confirm your appointment times & choices

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	E5
17:20 Mrs B Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	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 (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 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. 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  
2 appointments from 14:15 to 18:45

Tuesday, 14th September  
Evening

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
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening  
2 appointments from 14:15 to 18:45  
Monday, 13th September  
Video call

September Parents Evening  
2 appointments from 14:15 to 18:45  
Monday, 13th September  
Evening

## 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*.