



Monday 15th November, 2021

Year 7 and 8 Parents' Evening

Dear Parents / Guardian,

This half term we will hold curriculum based parents evenings for those students in Year 7 and 8 on the dates below:

Year 7: Tuesday 7th December 2021

Year 8: Tuesday 30th November 2021

Both parents evenings will run between 3.45pm and 6.30pm and aim to provide you with an opportunity to meet your child's subject teachers, discuss their progress and ask any curriculum based questions that you may have.

As you are aware schools are still working under set control measures linked to CV-19. Last year we trialed an online package that proved to be a great success in ensuring opportunities like this could still go ahead. With this in mind both parents' evenings will be held via an online package called 'School Cloud' which allows parents to book an appointment with staff online, and meet virtually via video conferencing.

A key part of making this successful for yourselves is the booking system. Attached to this letter are instructions for you on how to book your appointments.

Booking times will open / close as follows:

	Booking Opens	Booking Closes
Year 7	Monday 15th November - 9am	Tuesday 7th December - midday
Year 8	Monday 15th November - 9am	Tuesday 30th November - midday

We hope you find the system as successful as others did last year. As always if you have any queries please do not hesitate to get in touch.

Yours sincerely,

Mrs J Turner
Deputy Headteacher

Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs (dropdown), First Name: (input), Surname: (input)

Email: (input), Confirm Email: (input)

Student's Details

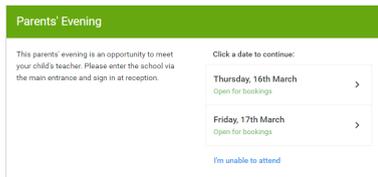
First Name: (input), Surname: (input), Date Of Birth: (dropdown) 20 (dropdown) July (dropdown) 2000 (dropdown)

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

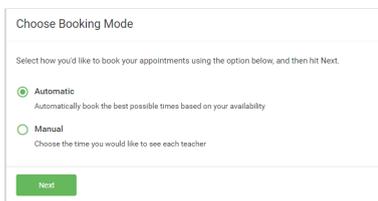
Friday, 17th March
Open for bookings

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 next available appointment based on the times you're available to attend. To pick the appointment time yourself, 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

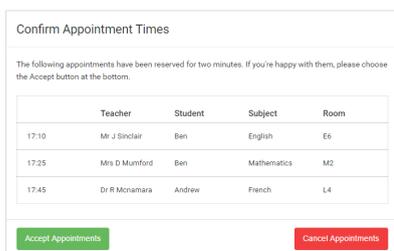
Mrs A Wheeler
Class T1A

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 teacher you'd like to book an appointment 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 Monamara	Andrew	French L4

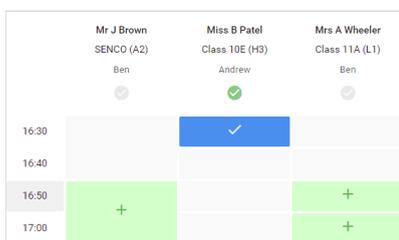
Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you choose the automatic booking mode, you'll see a provisional appointment which is held for 2 minutes. To keep this, choose Accept at the bottom left.

If it wasn't possible to book an appropriate appointment during the times you are able to attend, you can switch to manual booking mode (Step 5b).



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class T1A (L1) Ben
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

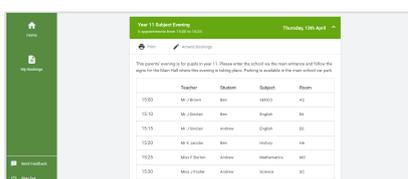
Step 5b (Manual): Book Appointments

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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



Year 10 Subject Evening

Thursday, 16th April

My Bookings

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English E6
16:50	Mrs D Mumford	Ben	Mathematics M2
16:50	Mr J Brown	Andrew	English E6
16:50	Mr J Brown	Ben	Mathematics M2
16:50	Mrs A Wheeler	Andrew	Mathematics M2
16:50	Mrs A Wheeler	Ben	Mathematics M2

Step 6: Finished

Your booking will 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 appointment, click on *Amend Bookings*.