



Tuesday 4th January, 2022

**Year 11, 12 and 13 Parents' Evenings**

Dear Parents / Guardian,

This half term we will hold curriculum based parents evenings for those students in Years 11, 12 and 13 on the dates below:

**Year 13: Tuesday 11th January 2022**

**Year 11: Tuesday 18th January 2022**

**Year 12: Monday 14th February 2022**

All parents evenings will run between 3.50pm 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.

Last year we trialled an online package that proved to be a great success in ensuring opportunities like this could still go ahead. With this in mind all 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. Due to demand we ask that each parent only books in with a maximum of 5 teachers.

Booking times will open / close as follows:

	<b>Booking Opens</b>	<b>Booking Closes</b>
<b>Year 11</b>	05/01/2022 at 9am	18/01/2022 at midday
<b>Year 12</b>	05/01/2022 at 9am	14/02/2022 at midday
<b>Year 13</b>	05/01/2022 at 9am	11/01/2022 at 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: rabboi@gmail.com, Confirm Email: rabboi@gmail.com

Student's Details

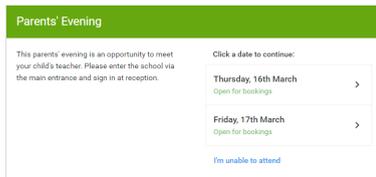
First Name: (input), Surname: (input), Date Of Birth: 20 July 2000 (dropdowns)

Log In button

## 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:

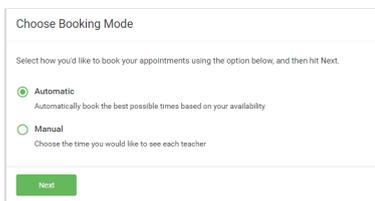
- Thursday, 16th March (Open for bookings)
- Friday, 17th March (Open for bookings)

[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 button

## 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

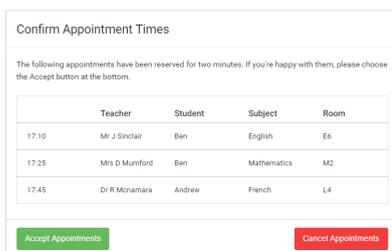
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class T1A)

Continue to Book Appointments button

## 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.

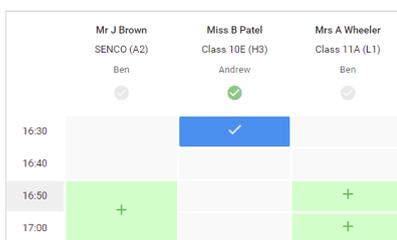
Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

Accept Appointments button (green) | Cancel Appointments button (red)

## 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))	Miss B Patel (Class 10E (HS))	Mrs A Wheeler (Class T1A (L1))
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00	+		+

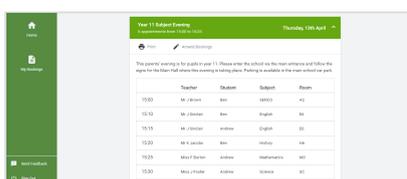
## Step 5b (Manual): Book Appointments

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 your appointment, at the top of the page in the alert box, press [click here](#) to finish the booking process.



Year 10 Subject Evening (Appointment Booked Successfully) Thursday, 12th April

The parent evening is for pupils in year 10. Please enter the school via the main entrance and follow the signs for the Year 10 hall where this evening is being held. Parking is available in the main school car park.

Teacher	Student	Subject	Room
16:50 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Andrew	English	E6
16:50 Mr J Brown	Ben	Maths	M2
16:50 Mrs A Wheeler	Andrew	Mathematics	M2
16:50 Mrs A Wheeler	Andrew	Maths	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*.