



Tuesday 15th February, 2022

Year 9 Virtual Parents' Evening - Thursday 3rd March 2022

Dear Parents / Guardian,

I would like to invite you to attend the Year 9 Virtual Parents' Evening, details are as follows;

Date: Thursday 3rd March 2022

Time: Between 3.50pm - 6.30pm (please book appointments, see below)

Venue: Virtually via School Cloud

The evening aims to provide you with an opportunity to virtually meet with your child's subject teachers, discuss their progress, their future option choices 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 initially. We will then open up appointments that remain 3 days prior to the parents' evening.

Parents are able to book appointments from 9am on Thursday 17th February until midday on Wednesday 2nd March 2022. Please remember that if you would like to book appointments over the five allocated slots to check availability on Monday 28th February.

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 using the pastoral email addresses below.

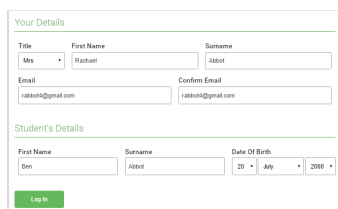
| St Bernadette | St Catherine Laboure | St John Fisher | St Therese |
|--|--|--|--|
| s_stbqueries@stthomasmore.org.uk | s_stclqueries@stthomasmore.org.uk | s_stjfqueries@stthomasmore.org.uk | s_sttqueries@stthomasmore.org.uk |

Yours sincerely,

Mrs J Turner
Deputy Headteacher

Parents' Guide for Booking Appointments

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



Your Details

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

Email: rachael@gmail.com, Confirm Email: rachael@gmail.com

Student's Details

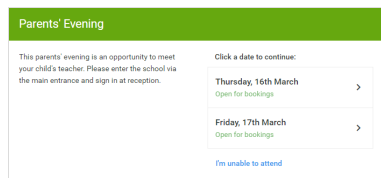
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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 date to book:

Thursday, 16th March
Open for bookings

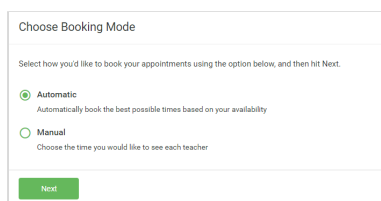
Friday, 17th March
Open for bookings

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

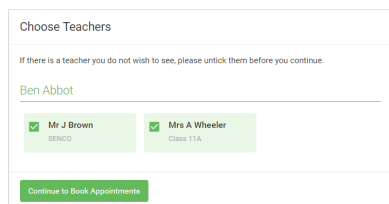
Manual
Choose the time you would like to see each teacher

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

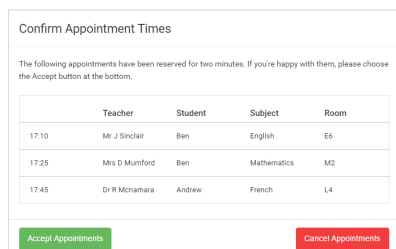
Mrs A Wheeler
Class 11A

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 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 McNamara | Andrew | French | L4 |

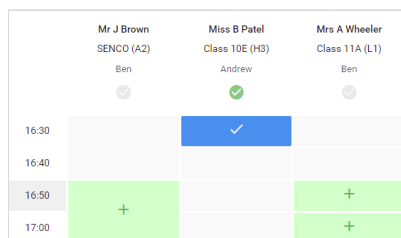
Accept Appointments

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) | Miss B Patel Class 10E (H3) | Mrs A Wheeler Class 11A (L1) |
|-------|--------------------------|--------------------------------|---------------------------------|
| | Ben | Andrew | Ben |
| 16:30 | | ✓ | |
| 16:40 | | | |
| 16:50 | + | | + |
| 17:00 | | | + |

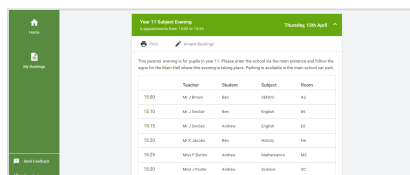
Step 5b (Manual): Book Appointments

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.



My Bookings

Thursday, 16th April

| Teacher | Student | Subject | Room | |
|---------|---------------|---------|-------------|----|
| 16:30 | Mr J Brown | Ben | SENCO | A2 |
| 16:30 | Mr J Brown | Ben | English | E6 |
| 16:50 | Mr J Brown | Andrew | English | E6 |
| 16:50 | Mr J Brown | Ben | English | E6 |
| 16:50 | Mrs A Wheeler | Andrew | Mathematics | M2 |
| 16:50 | Mrs A Wheeler | Andrew | Science | S1 |

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*.