24 January 2024

Dear Parent/Guardian,

**Year 8 Parents’ Evening - Online Appointment Booking**

I hope this letter finds you well. I am delighted to invite you to attend our Year 8 Parents’ Evening on Thursday 8th February 2024 from 3:20pm until 6:20pm. It is imperative that you attend the Year 8 Parents’ evening at this crucial time in your child’s education. We look forward to discussing your child’s progress and how best to support them moving forward, to ensure their success in their upcoming exams.

To help us to allow you the opportunity to speak with your child’s teachers, the Academy will once again be using our online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Wednesday 24th January 2024 and will close on Thursday 8th February 2024 at 10.00am. Should you wish to make any changes after this date please contact the school office.

Please visit <https://greatashton.schoolcloud.co.uk/> to book your appointments.

We have included a short guide on how to add appointments with this letter. You can also find support here:

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

You should login with the following information:

Student’s First Name: «Forename»

Student’s Surname: «Surname»

(*Registration Class*) / (*Tutor Group*) / (*Date of Birth*) / (*Login Code*): «Information»

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

As ever, thank you for your continued support and we look forward to seeing you on Thursday 8th February 2024.

Yours sincerely,

Miss N Jones

Head of Year 8

**Parents’ Guide for Booking Appointments – see below**Browse to https://greatashton.schoolcloud.co.uk/

|  |  |
| --- | --- |
|   | Step 1: LoginFill 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. |
|  | Step 2: Select Parents' EveningClick on the date you wish to book.Unable to make all of the dates listed? Click *I'm unable to attend*. |
|  | Step 3: Select Booking ModeChoose *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. |
|  | Step 4: Choose TeachersIf 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. |
|  | Step 5a (Automatic): Book AppointmentsIf 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). |
|  | Step 5b (Manual): Book AppointmentsClick 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 all appointments, at the top of the page in the alert box, press *click here* to finish the booking process. |
|  | Step 6: FinishedAll 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*. |