

2<sup>nd</sup> December 2021

Dear Parents/Carers,

**Re: Changes to Year 11 Parents Evening – Tuesday 7<sup>th</sup> December**

Due to the recent developments regarding the Government's advice around Coronavirus restrictions, **Parents' Evening on Tuesday 7th December will now be a virtual event.**

We are disappointed that we cannot once again hold the Parents Evening meetings face-to-face but feel this is best decision for the safety of everyone considering the recent developments with Covid 19.

If you have already booked appointments, these will stand, and we simply ask you log onto School Cloud ready for the video conferencing meeting with your child's teachers at the time of your meeting.

If you have not yet booked, we would urge you to do so as soon as possible. It is crucial that you have these meetings as is a great opportunity for you to communicate directly with your child's subject teachers to discuss their progress, ask any questions you may have and understand what you can do to further support your child. If for any reason you cannot attend the online meetings, please make sure you phone the school and ask to speak to your child's form tutor to explain the reason.

The meetings will now take place:

**Where:** School Cloud virtually

**When:** Tuesday 7th December

**Time:** 5pm-7:30pm

Please visit [www.stratfordschoolacademy.schoolcloud.co.uk](http://www.stratfordschoolacademy.schoolcloud.co.uk) to book your appointments. A short guide on how to add appointments is included with this letter, however this short video [www.vimeo.com/473882995](https://www.vimeo.com/473882995) also shows you how to log in to book for the parents' evening event.

We would recommend that parents do the following to make the process as smooth as possible:

- Ensure that you are using a compatible web browser. Check that your camera/microphone is working

- It will be useful to keep a 5-minute gap between each appointment so that you can discuss the previous meeting with your child. Otherwise, the next meeting will start automatically, and you may miss some of the next meeting.
- Please log on 10 minutes before your first appointment on the evening to ensure the technology is working.
- Please be aware that each meeting will last for exactly 5 minutes, at which point the software will automatically cut off the meeting. There is a countdown clock visible on the screen to help keep you informed of the amount of time remaining.
- Your son/daughter is expected to accompany you at the online appointments as they are an integral part of the discussion on how to maximise their potential.

Due to the short nature of the meetings, we would ask parents to read the Year 11 Handbook prior to the meeting so they know some of the key information for each subject. The link to the Year 11 Handbooks is here: [www.stratfordschoolacademy.com/85/exams-and-revision](http://www.stratfordschoolacademy.com/85/exams-and-revision)

Please also contact the school if you have any further queries about the evening.

Yours sincerely,



Mr J Jarvis  
Assistant Head teacher

Browse to [www.stratfordschoolacademy.schoolcloud.co.uk](http://www.stratfordschoolacademy.schoolcloud.co.uk)

**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

[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 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**

If there is a teacher you do not wish to see, please unselect 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 teachers you'd like to book appointments 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 Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

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 (Step 5b).

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (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 all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**Step 6: 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*.

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

## Step 6: 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*.

# Video Appointments: Parents - how to invite another parent/guardian to join your appointments

## Inviting another parent/guardian to join your appointments

You can give **ONE** other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

**January Progress Meeting** Tuesday, 12th January  
3 appointments from 16:00 to 16:25

 Print     Amend Bookings     Invite Parent/Guardian     Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

## Invite Parent/Guardian ✕

You may invite an additional parent/guardian to also attend the video call.

**Name \***

**Email \***

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

Liz Aaron

Chris Aaron

[Send Invite](#) [Close](#)

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Please note that **ONLY** the invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.

Here is an example of what the invite email looks like:

**Video Call Invitation**

**Primary School Parents' Evening**

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

[Join Video Call](#)

Or paste this link into your browser:  
<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite **if you have any more available** (you can have **one** invite per student, if wished), and also allows you to *Resend* invites or *Remove* them.

## Manage Invites



You may invite an additional parent/guardian to also attend the video call.

### New Invite

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Invite Parent/Guardian

### Current Invites

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To change invited guests, please remove and then invite again.

#### Elizabeth Aaron

eaaron@test.com

For: Liz Aaron

Resend Invite



Remove

#### Jane Aaron

jaaron@test.com

For: Sophie Aaron

Resend Invite



Remove

Close

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

**Note that a call can have a maximum of 4 people in it at any one time. A school can assign 3 teachers to take joint appointments for a class, but if they do this the parent can still invite their ONE guest, but once the number of active participants in the call reaches 4 no further people can join it (unless one of them leaves).**