

26th November 2021

Dear Parent/Carer,

Re: Year 11 Parents' Evening - Tuesday 7th December

We are delighted to confirm that we can once again hold face-to-face meetings and would like to invite you to attend our Year 11 Parents' Evening on Tuesday 7th December.

This 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. It is crucial that you as the parent/carer attend this event. If for any reason you cannot attend, please contact the school office, and ask to speak to your child's form tutor to explain the reason. We will also be offering some supervision of younger children if needed.

Details:

Event: Year 11 Parents' Evening

Location: Upton Lane Site

Date: Tuesday 7th December

Time: 5pm-7:30pm

How to book your parents' evening appointments:

Please visit 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 also shows you how to log in to book for the parents' evening event.

Please be reminded.

- 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, you may miss some of the next meeting.
- **Each meeting will last for 5 minutes.**
- **Your son/daughter is expected to accompany you at the appointments** as they are an integral part of the discussion on how to maximise their potential.
- If parents haven't made an appointment with a particular teacher, they will not be able to see them on this evening but can always follow up at another time.
- Please bring a copy of the appointments schedule with you.

Yours sincerely,



Mr. J Jarvis
Assistant Head teacher

Browse to 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 unlick 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
17:00 Mr J Brown	Ben	English	E6
17:10 Mr J Brown	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4
17:45 Mrs A Wheeler	Ben	English	E6

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*.

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

- 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 and you may miss some of the next meeting.
- **Please ensure you can access on your device or have printed your appointment schedule**
- Please be aware that **each meeting will last for exactly 5 minutes.**

If you have any problems or questions about the Parents' Evening, please contact the school:

Telephone: 020 8471 2415 or 020 3823 2030

Alternatively, you can email the school: stratford@stratfordschoolacademy.org