

23 January 2023

Dear Parent/Carer,

**DIGITAL PARENT MEETINGS (YEAR 11)**

I invite you to contact us to discuss your child's learning and progress. Following the success of last year's trial, parent meetings will remain online for your convenience.

Teachers will be available between 3.30pm and 6.30pm on **Thursday 2 February 2023**. To book your appointment(s), visit <https://stteilos.schoolcloud.co.uk/> and follow the instructions given in Appendix 1.

It may be the case that your child is taught by more than one teacher per subject. You are invited to meet with all however, if you are short of time, you may wish to discuss with your child which teacher would be most useful to chat with.

In addition, we are offering digital meetings with the Headteacher and Head of Sixth Form for any families seeking advice and guidance about study in the Sixth Form. Mr Loynd and Miss Owen will be available between 3.30pm and 6.30pm on **Thursday 26 January 2023** and appointments can be booked as above.

Mrs Williams, Achievement Leader, remains available to you to discuss any pastoral or welfare issues. You may book an appointment with her online or email her at [a.williams@stteilos.com](mailto:a.williams@stteilos.com) if preferable.

Likewise, you are invited to contact me directly by emailing [headteacher@stteilos.com](mailto:headteacher@stteilos.com).

With every blessing,

Mr I Loynd  
Headteacher

# APPENDIX 1

## USING SCHOOLCLOUD

Visit <https://stteilos.schoolcloud.co.uk/>

The screenshot shows a registration form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes First Name (Ben), Surname (Abbot), and Date Of Birth (29 July 2000).

### 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.

The screenshot shows a green header for 'September Parents Evening'. Below it, there is explanatory text and a 'Click a date to continue' section. Two options are listed: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). A link 'I'm unable to attend' is at the bottom.

### Step 2: Select Parents' Evening

Click on the date for the parent meetings.

The screenshot shows a 'Choose Booking Mode' screen with two radio button options: 'Automatic' (selected) and 'Manual'. A 'Next' button is at the bottom.

### 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*.

The screenshot shows a 'Choose Teachers' screen with a time slider. The slider is set from 14:00 to 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

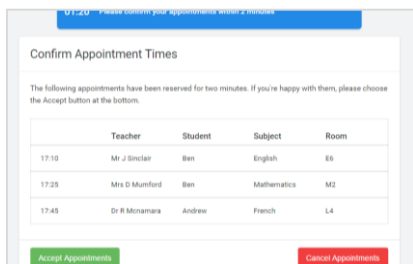
### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a 'Choose Teachers' screen with a list of teachers: 'Ben Abbot', 'Mr J Brown', and 'Mrs A Wheeler'. 'Mr J Brown' and 'Mrs A Wheeler' have green checkmarks next to their names. A 'Continue to Book Appointments' button is at the bottom.

### Step 5: Choose Teachers

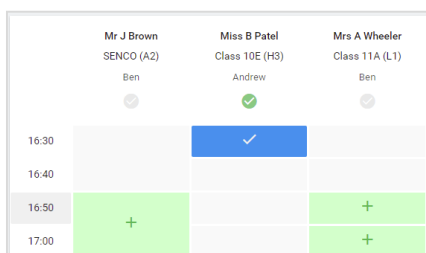
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



## Step 6: Book Appointments (Automatic)

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.



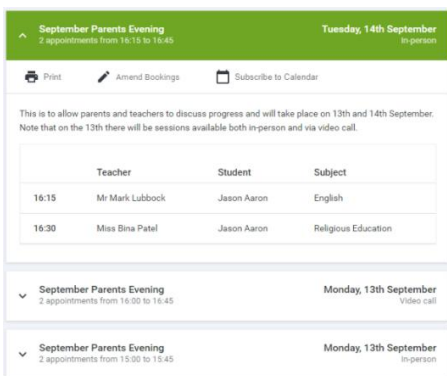
## Step 7: Book Appointments

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 8: 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*.