

11 January 2023

Dear Parent/Carer,

**DIGITAL PARENT MEETINGS (SIXTH FORM)**

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 19 January 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.

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

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

I will write to you next week with the outcomes and effort grades for your child from the Autumn Term.

With every blessing,

Mr I Loynd  
Headteacher

# APPENDIX 1

## USING SCHOOLCLOUD

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

The screenshot shows a login 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). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 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 screen titled 'September Parents Evening'. It contains a green header, a paragraph of text explaining the event, and two date selection options: 'Monday, 13th September' and 'Tuesday, 14th September'. Each date option has a right-pointing arrow and a link to 'Open for bookings'. There is also a link at the bottom that says 'I'm unable to attend'.

### Step 2: Select Parents' Evening

Click on the date for the parent meetings.

The screenshot shows a screen titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. Below each option is a brief description. At the bottom, there is a green 'Next' button.

### 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 screen titled 'Choose Teachers'. It includes a paragraph of text and a 'Choose earliest and latest times' section. Below this is a horizontal time slider with markers at 14:00, 14:36, 15:24, 16:12, and 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

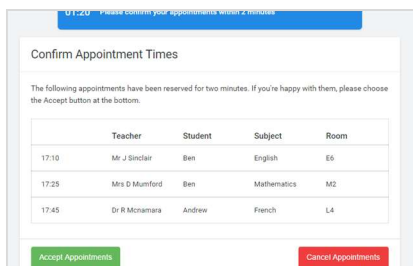
### Step 4: Select Availability

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

The screenshot shows a screen titled 'Choose Teachers'. It includes a paragraph of text and a list of teachers. 'Ben Abbot' is listed at the top. Below are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both cards have a green checkmark in a box, indicating they are selected. At the bottom, there is a green 'Continue to Book Appointments' button.

### 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.



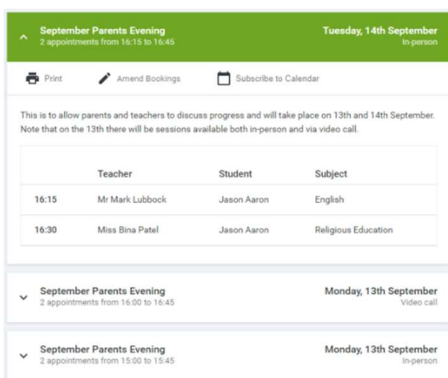
## Step 7: Book Appointments

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*.