

20 January 2022

Dear Parents/Carers

**Year 9 Parents' Evening – Thursday 03 February 2022 - Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on Thursday 03 February. This is an important evening and provides you with an opportunity to speak with teachers to get an update on your child's progress this year.

We introduced a new, intuitive and easy to use online appointment booking system last academic year. This allows you to choose your own appointment times with teachers and you will then receive an email confirming your appointments, which will take place by video link. Many of you used this system last year and we received very positive feedback from parents and staff alike.

Appointments can be made from receipt of this letter and will close on Wednesday 02 February at 4pm. Should you wish to make any changes after this date please contact the school via the website.

Please visit <https://harrytown.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) You must login with the following information:

Student's First Name:

Student's Surname:

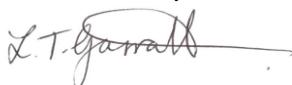
Student's Date of Birth:

If you cannot access this and need any help, please contact me via the school website contact form [here](#).

Please note: Members of staff may wish to make appointments with you if they think there is a specific need to see you. Each appointment lasts for a maximum of four minutes with a gap of 1 minute between appointments. If, following the appointment, it is felt that more time for discussion is needed a further meeting will be arranged with the appropriate member of staff.

Thank you for your continued support and for continuing to work with us in supporting your child to achieve their full potential.

Yours sincerely



Mrs L T Garratt

**Deputy Headteacher**

*'I have come that they have life and have it to the full'* John 10:10

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Headteacher: Mr K Turmeau G.Mus., PG Dip., MA., NPQH



# Parents' Guide for Booking Appointments



Browse to <https://harrytown.schoolcloud.co.uk/>

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

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**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 (in this case 03 February)

Unable to make this date? 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 untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class T1A)

[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 Monamara	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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
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.

Home

My Bookings

Send Feedback

Sign Out

**Year 11 Subject Evening** Thursday, 12th April

17 appointments from 16:30 to 18:30

[Print](#) [Amend Bookings](#)

This parents evening is for year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

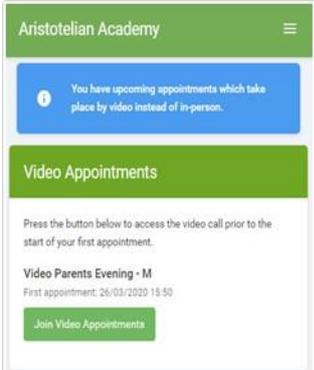
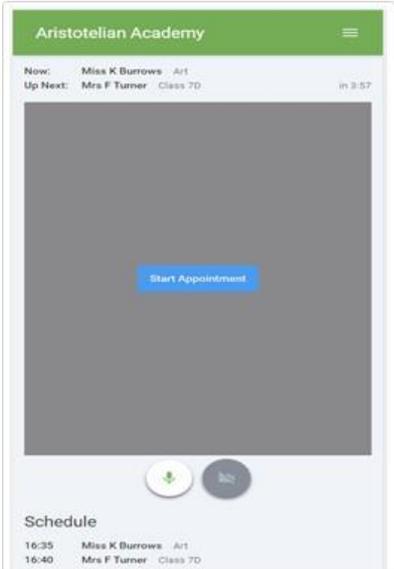
Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO A2
16:50	Mrs A Wheeler	Ben	English L1
16:15	Mr J Snoddy	Andrew	English E1
16:20	Mr H Jacobs	Ben	History H1
16:25	Miss F Burton	Andrew	Mathematics M1
16:30	Miss J Foster	Andrew	Science S1

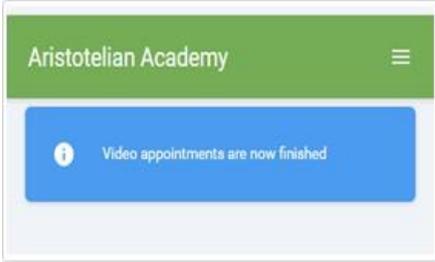
## Step 6: Finished

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](#).

## HOW TO ATTEND YOUR APPOINTMENTS

	<p><b>STEP 1: BEFORE YOU START</b></p> <p>In order to make video calls you need to have as a minimum:</p> <ul style="list-style-type: none"><li>• a device with a microphone and speaker a compatible web browser:</li><li>• iPhone/iPad: Safari</li><li>• Android: Chrome or Firefox</li><li>• Windows: Chrome, Firefox or Microsoft Edge</li><li>• Mac: Safari, Chrome or Firefox</li><li>• Linux: Chrome or Firefox</li></ul> <p>We also recommend: Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.</p>
	<p><b>STEP 2: LOG IN AND GO TO THE EVENING</b></p> <p>On the day of the video appointments click the login link from the bottom of the email confirmation you will have received. Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment.</p>
	<p><b>STEP 3: THE VIDEO CALL SCREEN</b></p> <p>When you click Join Video Appointments the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.</p> <p>On this screen you can see the following:</p> <ul style="list-style-type: none"><li>• At the top left the teacher name (and subject details) for the current and next appointment</li><li>• At the top right a countdown to the start of the appointment</li><li>• At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button)</li><li>• In the middle, when your appointment is due to start, the Start Appointment button</li></ul>

	<p><b>STEP 4: MAKING A CALL</b></p> <p>Click the Start Appointment button. You will see yourself in the bottom right corner of the screen (unless you have no camera or have chosen to turn it off). If the teacher has not yet joined, you will see a notice to that effect in the centre of the screen. When a teacher joins a call, you will see them in the main part of the screen and can start your discussion with them. You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen. If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access). When the countdown in the blue bar stops the appointment time is over and the call will automatically end. Note that if you or the teacher are late, or leave and re-join the call, it does not reset the timer. The appointment will always end at the scheduled time.</p>
	<p><b>STEP 5: FOLLOW ON CALLS</b></p> <p>If you have a consecutive appointment scheduled the screen will display a Start Next Appointment button. When you are ready to proceed, click on it. Note that if you delay starting a call it does not extend the duration for that appointment. The appointment will always end at the scheduled time. If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment. Once your final appointment for the evening is complete you will see a message advising you of this.</p>

Further Help is available on the school cloud website as follows:

[Video Appointments: Parents - How to attend appointments over video call](#)

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