

4 February 2021

Dear Families

Re: Parents Evening - Year 10 and 11

We wanted to write to you to explain our plans for the Y10 and Y11 Parents Evening events, which were originally planned for evenings within this half term. As dialogue with families is so important to us we have been considering a number of options for how we can best organise these events in the current situation.

As indicated in our previous letter, appointments will be made via the school cloud system, on Thursday 11 February, and we will be publishing details of how this works on our website closer to the time. For further information on school cloud and to access their privacy notice, please visit: <https://www.schoolcloud.co.uk/privacy-notice.asp>

Please see the end of this letter for a step by step guide for parents. In addition, this link gives you information on how to join the appointments on the day of the event:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please be assured that you will be able to book appointments at a time that is convenient for you. We have set a 'window' for you to book appointments which runs from 3:00pm on Friday 5 February to 10:00pm on Wednesday 10 February.

As you will be aware, there is currently a national consultation on how GCSE and A level grades will be awarded. The findings are not yet available and we are awaiting guidance from Ofqual with regards to this. Teachers will not be in a position to discuss estimated grades with you during the parent meetings, at this stage. The purpose of the meeting is to discuss your daughter's current progress, assist her with remote learning and to signpost any additional support we can offer

Please be aware that there will be a time limit of 5 minutes for the subject consultations and the school cloud appointment system has a 'countdown' alerting staff and parents when the appointment is due to end. This ensures that all appointments run on schedule. We have had very positive feedback from parents in schools who have adopted this system. If there are any technical issues on the day, please don't worry, we will work to resolve them as soon as possible. The window for booking appointments is 3:00pm on Friday 5 February to 10:00pm on Wednesday 10 February.

As we mentioned in our previous letter, your views on the learning experience of your daughters are always greatly appreciated, and we would be grateful if you could complete a short parental survey by clicking on this link:

<https://forms.gle/NwXkyroj1GPTabuT6>

Kind regards

Julie Haigh and David Cooper

Co Heads

Parents' Guide for Booking Appointments

Browse to <https://batleygirls.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: 23 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 untick 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 McNamara	Andrew	French	L4

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

Step 5a (Automatic): Book Appointments

If you choose 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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.



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*.