



## PARK HIGH SCHOOL

11 January 2021

Dear Parents and Carers

### **Year 11 Virtual Teacher Consultation Evening, Wednesday 27 January Online Appointment Booking - Band A**

I would like to invite you to attend our Virtual Teacher Consultation Evening on Wednesday 27 January, from 4pm - 7pm. This is an important evening and provides you with an opportunity to meet with your child's teachers to discuss their learning and next steps.

Due to the current COVID-19 restrictions, we believe that it is important to maintain some sense of normality. As such, we are introducing a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. These appointments will take place virtually, via a video call.

Appointments can be made from Wednesday 20 January at 9am and will close on Wednesday 27 January at 12 noon. Should you wish to make any changes after this time, please contact Mrs Ali, Y11 Pastoral Support Assistant.

Please visit <https://parkhighstanmore.schoolcloud.co.uk> to book your appointments. This link will also be available on the School website. A short guide on how to add appointments is attached with this letter. Login with the following information, as detailed in the message accompanying this letter:

Parent's first name

Parent's surname

e-mail address (confirmation of appointments will be e-mailed to this address)

Student's preferred first name

Student's preferred surname

Student's date of birth

The following link shows you how to log in to book, and later attend, video appointments:

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

Please ensure you can log on successfully before the event. Should you have any problems, please contact Mrs Ali, Y11 Pastoral Support Assistant.

Yours sincerely

Mr Darby

**Deputy Headteacher**

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Headteacher Mrs Colette O'Dwyer

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Registered office: Thistlecroft Gardens, Stanmore, HA7 1PL



Browse to <https://parkhighstanmore.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 2009

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 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)) 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.

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.

View 11 Appointments

This search results for the public to view. Please enter the school via the main entrance and follow the signs for the Bookings office this evening to bring your booking to the main school car park.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	SENCO	A2
16:30 Miss B Patel	Andrew	English	H3
16:50 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R McNamara	Andrew	French	L4

## 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*.