

11 January 2021

**Dear Parents and Carers** 

# Year 11 Virtual Teacher Consultation Evening, Wednesday 20 January Online Appointment Booking - Band B

I would like to invite you to attend our Virtual Teacher Consultation Evening on Wednesday 20 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 13 January at 9am and will close on Wednesday 20 January at 12 noon. Should you wish to make any changes after this time, please contact Mrs Ali, Y11 Pastoral Support Assistant.

Please visit <a href="https://parkhighstanmore.schoolcloud.co.uk">https://parkhighstanmore.schoolcloud.co.uk</a> 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: <a href="https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call">https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call</a>

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** 

Headteacher Mrs Colette O'Dwyer

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# **Parents' Guide for Booking Appointments**



Browse to https://parkhighstanmore.schoolcloud.co.uk/



#### 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.



### **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.



## **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*.

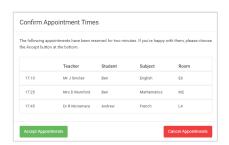
We recommend choosing the automatic booking mode when browsing on a mobile device.



### **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.



#### 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).



# 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.



#### 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.