



Our Ref: EHJ/FCG/SJM

02 July 2021

Dear Parent/Carer

Year 7 Parents' Evening – Thursday 8 July 2021 Online Appointment Booking and Video Appointments.

The Academy has introduced a new initiative with an easy to use online appointment booking system. This allows you to choose your own appointment times and you will receive an email confirming your appointments. We are confident this will be an effective system to use in these difficult times.

This is an opportunity for you to discuss your child's progress with their teachers and to discuss any queries you may have regarding their attainment and progress.

Appointments can be made from Friday 2 July 2021 and will close on Wednesday 7 July 2021. Should you wish to make any changes after this date, please contact the Academy office – either on www.enquiries@somercotesacademy.co.uk with the title 'Year 7 Parents' Evening', or alternatively ringing the Academy on 01507 353459.

Please visit <https://somercotes.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. You will need to log in with the following information:

Student's First Name:
Student's Surname:
Student's Date of Birth:

Please note that in order for a parent or carer to create a log in on the SchoolCloud, you must have parental responsibility on our system and your personal details must match the data we hold.

Information on how to join video appointments can be found at:

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

If you do not have access to the internet, please contact the Academy office (details above) so that a telephone meeting can be arranged instead.

Yours faithfully


Mr E Hughes-Jones
Vice Principal


Mrs FC Green
Principal

O:\Somercotes\Office\Office\2020-2021\Parents' Evenings\Year 7\Letter to Parents_020721.docx

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.

	Teacher	Student	Subject	Room
17:05	Mr J Bowen	Ben	English	1A
17:13	Mrs A Wheeler	Ben	Mathematics	M2
17:21	Mr J Bowen	Ben	French	1A

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. 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*.

Parents' Guide for Booking Appointments

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