

10 December 2020

Dear Parents/Carers

Year 11 Virtual Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on 17 December 2020. This is an important evening and provides you with an opportunity to discuss your child's progress since starting back in Year 11 in September.

In light of Covid 19 restrictions, the school has introduced a new and easy to use online appointment booking system with video call function called 'SchoolCloud' - In the current circumstances this is the safest way for teachers and parents/carers to discuss progress and we encourage students to be involved with their parents/carers during the evening.

SchoolCloud is currently the most popular parents' evening software in the UK and allows you to choose your own appointment times with teachers or it can arrange these times for you, subject to availability. In order to minimise technical issues, we ask that the meetings take place where there is a secure and reliable Wi-Fi connection in a private area. Should either the teacher or parent/carer lose connection please log back into the meeting. Please note in order to provide all parents with an opportunity to speak to teachers, the meetings will be for a maximum of 5 minutes with each class teacher. Should parents require a more in-depth discussion please contact the school after the evening with specific details.

Appointments can be made from 10 December 2020 and will close on 16 December 2020 4 p.m. Should you wish to make any changes after this date please contact school using the following email address hunt.e@hungerhillschool.com

Please visit <https://hungerhill.schoolcloud.co.uk> to book your appointments.

A short guide on how to add appointments can be found at the bottom of this letter and a further copy can be found on the school website. (Parents, Letters to Parents).

You will be prompted to complete parent details. Your login requires you to use the following information regarding your child (this information must be official names and not shortened names).

Student's First Name

Student's Surname

Date of Birth

You will receive an email confirming your appointments.



There is also a helpful video guide that explains how to use the software at:

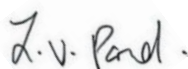
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you do not have access to the internet, please contact school using the same email address as above and we will be happy to add appointments on your behalf.

Please note, some staff, due to self-isolation, will be conducting appointments from home and will not be using the school network to participate and we are unable to guarantee the sound and vision quality of these interviews. If a further appointment is required, this can be facilitated in the new year. Other staff may also not be available due to illness and again, an appointment will be arranged in the new year.

Thank you for your anticipated support. We are confident that this new way of arranging appointments for, and conducting parents' evenings will have many benefits over the system we have previously used and welcome any feedback. We will be sending out a short survey after the evening to collate your views.

Yours sincerely



Mrs L Pond
Headteacher



Miss H Tredgett
Assistant Headteacher



Mr O Davies
Trust Director of Maths



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Your Details

Title: Mrs, First Name: Rachel, Surname: Abbot

Email: rabbit4@gmail.com, Confirm Email: rabbit4@gmail.com

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. 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
Mr J Blackair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
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.



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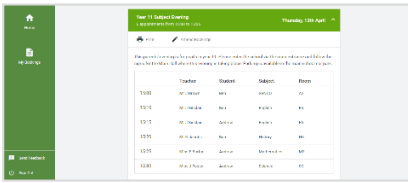


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Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



The screenshot shows a web interface for 'My Bookings'. At the top, it says 'Year 10 Oxford Evening' and 'Thursday, 12th April'. Below this is a table with columns for 'Teacher', 'Subject', 'Subject', and 'Room'. The table contains several rows of booking information.

Teacher	Subject	Subject	Room
1000	10000000	1000	1000
1010	10000000	1000	1000
1020	10000000	1000	1000
1030	10000000	1000	1000
1040	10000000	1000	1000
1050	10000000	1000	1000
1060	10000000	1000	1000

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*.



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