

02 March 2021

Dear Parents/Carers

**Year 10 Virtual Parents' Evening – Thursday 11 March 4:30-7:30pm – Online Appointment Booking**

I would like to invite you to attend our virtual Parents' Evening on 11 March 2021. This is an important evening and provides you with an opportunity to discuss your child's progress since starting back in Year 10 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 and there are 1-minute breaks between appointments. Please note that for science, parents will discuss progress in all three sciences with one of their child's class teachers.

Appointments can be made from 5:00pm on 02 March 2021 and will close on 11 March 2021 12 noon. Should you wish to make any changes after this date please contact school using the following email address: [hunt.e@hungerhillschool.com](mailto:hunt.e@hungerhillschool.com)

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

A short guide on how to make 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, March 2021).

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:

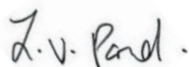
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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 part-time staff will be conducting appointments from home and will not be using the school network to participate. Therefore, we are unable to guarantee the sound and vision quality of these interviews. If a further appointment is required, this can be facilitated at a later date. Other staff may also not be available due to illness and again, an appointment will be arranged at a later date.

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



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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.



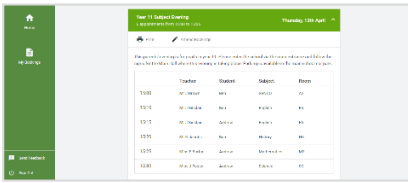
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Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



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
3100	101-1000	101	1000
3110	101-1000	101	1000
3120	101-1000	101	1000
3130	101-1000	101	1000
3140	101-1000	101	1000
3150	101-1000	101	1000
3160	101-1000	101	1000
3170	101-1000	101	1000
3180	101-1000	101	1000
3190	101-1000	101	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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