

08 June 2021

Dear Parents/Carers

Year 9 Virtual Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on 17th June 2021.

This is an important evening and provides you with an opportunity to discuss your child's progress since starting back in Year 9 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. Please note, appointments are allocated on a first come first served basis and we would urge you to make appointments as soon as possible. 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. There will also be a choice of Physical Education teachers when booking, so please select the teacher your child has for the majority of their lessons.

Appointments can be made from 5 p.m. on 9 June 2021 and will close on 17 June 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

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 June 2021).

You will be prompted to complete parent details. Please note, you must enter the name and title (e.g. Miss, Mrs, Ms) already recorded on the school's system. Your login also 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:

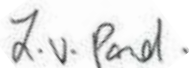
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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 appointments. 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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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	Method	Subject	Booked
Mr J Brown	Yes	English	Yes
Mrs A Wheeler	Yes	Mathematics	Yes
Mr J Brown	Yes	Science	No

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.



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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.




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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