

08 October 2021

Dear Parents/Carers

Year 7 Meet the Tutors Event - Online Appointment Booking

I would like to invite you to attend our face-to-face on-site 'Meet the Tutors Event' on **Wednesday 13th October 2021**.

This is an important event and provides you with an opportunity to discuss your child's start at Hungerhill School with their Form Teacher.

The school uses an easy to use online appointment booking system called 'SchoolCloud' and allows you to choose your own appointment time 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. Please note the appointment will be for a maximum of 10 minutes. Parents of students with SEND will also have the additional option to meet with a representative of the SEND Team to discuss their provision so if this applies to you, please book two appointments (one with your Form Tutor and one with your SEND representative).

Appointments will be available between **1.30 p.m.** and **4.30 p.m.** and **5 p.m.** and **7 p.m.**

Appointments can be made from **6 p.m.** on **Wednesday 6th October** and will close on **Tuesday 12th October** at **9 a.m.** Should you wish to make any changes after this date please contact school using the following email address booth.k@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.

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

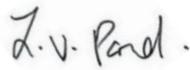
You will receive an email confirming your appointments.

If you do not have access to the internet, please telephone school and we will be happy to add appointments on your behalf.



Thank you for your anticipated support. We are confident that this new way of arranging appointments 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



Mr M Hickin
Associate Assistant
Headteacher



National Teaching School
designated by

National College for
Teaching & Leadership



National Support School
designated by

National College for
Teaching & Leadership



Hungerhill School is part of the Brighter Futures Learning Partnership Trust
Brighter Futures Learning Partnership Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 07939747), whose registered office is at Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY.

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
17:10 Mr J Stocker	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 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.



National Teaching School designated by
National College for Teaching & Leadership



National Support School designated by
National College for Teaching & Leadership



Hungerhill School is part of the Brighter Futures Learning Partnership Trust
Brighter Futures Learning Partnership Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 07939747), whose registered office is at Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY.

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	31-10000	31-10000	31
3110	31-10000	31-10000	31
3120	31-10000	31-10000	31
3130	31-10000	31-10000	31
3140	31-10000	31-10000	31
3150	31-10000	31-10000	31
3160	31-10000	31-10000	31
3170	31-10000	31-10000	31
3180	31-10000	31-10000	31
3190	31-10000	31-10000	31

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*.



National Teaching School
designated by

National College for
Teaching & Leadership



National Support School
designated by

National College for
Teaching & Leadership



Hungerhill School is part of the Brighter Futures Learning Partnership Trust
Brighter Futures Learning Partnership Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 07939747), whose registered office is at Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY.