



HUNGERHILL LANE  
EDENTHORPE  
DONCASTER  
DN3 2JY

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Email: [admin@hungerhillschool.com](mailto:admin@hungerhillschool.com)

03 October 2023

Dear Parent/Carer

**Re: Year 7 Meet the Tutor Event**

I would like to invite you to attend our virtual 'Meet the Tutor Event' on **Thursday 19 October 2023**.

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

The school uses an easy-to-use online appointment booking system called 'SchoolCloud' which allows you to choose your own appointment time, or it can arrange the time 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 5 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 child's Form Tutor and one with your SEND representative). The evening will be held virtually to ensure each Form Tutor has the opportunity to speak to all parent/carers and students within their form.

Appointments will be available between 16.00 and 19.00.

Appointments can be made from **18.00** on **Thursday 5 October** and will close **Thursday 19 October** at **08.00am**. Should you have any issues, please contact school using the 'Contact us' section of the school website.

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



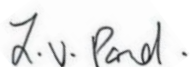
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You will receive an email confirming your appointments.

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

In order to meet our duty under the Disability Equality Scheme, please advise us if there are any ways, we can assist you in this event. I would be grateful if you could let Mrs Booth know by telephone on 01302 885811 or by emailing [booth.k@hungerhillschool.com](mailto:booth.k@hungerhillschool.com) please note, all information provided will be treated confidentially.

Yours sincerely



Mrs L Pond  
Headteacher



Mr P Storey  
Deputy 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
17:10 Mr J Blackair	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	+	⊖	+

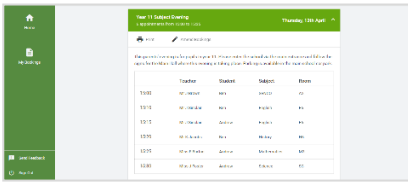
### Step 5b (Manual): Book Appointments

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.



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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