INFORMATION

Teachers of pupils in Reception to Year 6 will hold progress evenings on Tuesday 30th November and Thursday 2nd December.

During the meetings they will be able to discuss any specific concerns about progress and suggest ways to support your child's learning at home.

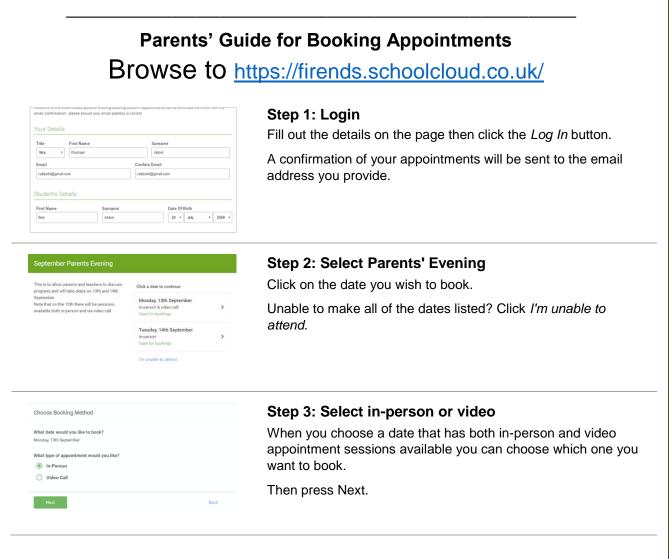
The evenings will be a hybrid of face-to-face and online:

- 15:40-16:20 Face-to-face appointments (four per teacher*)
- 16:30-19:00 Video/phone call appointments only

Note: there are no face-to-face appointments for Class 3 this term

We are trialling the Schoolcloud system to manage this. This deals with both the appointment bookings <u>and</u> the video calls and promises a much smoother user experience.

Bookings will open at 18:00 on Friday 12th November and the instructions below *should* cover everything you need to know to use the system...

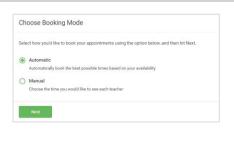








Business Manager: Mrs Jo Schollick <u>SBM@fir-ends.cumbria.sch.uk</u>



Step 4: 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 Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue. Choose earliest and latest times Choose earliest and latest times 14:00 14:36 15:24 16:12 17:00 Your availability: 14:00 - 17:00 17:00 17:00 17:00

Step 5: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Step 6: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	ppointment Time	s		
	opointments have been re- on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	Eő
17:25	Mrs D Mumford	Ben	Mathematics	M2
		Andrew	French	14

Step 7: Book Appointments (Automatic)

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 8: 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, request a phone call instead 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.

Lappoint	ber Parents Evening ments from 16:15 to 16:45		Tuesday, 14th September in person		
6 Prot	🖌 Amand Boolimpi	Subscribe to Calendar			
	v parents and teachers to diaco te 13th there will be sessions a		e place on 13th and 14th September. and via video call		
	Teacher	Student	Subject		
16:15	Mr Mark Lubbook	Jason Aaron	English		
16:30	Miss Bina Patel	Jason Aaron	Religious Education		
Septerni 2 appoint	ber Parents Evening ments from 16.00 to 16.45		Monday, 13th September Video call		
	ber Parents Evening		Monday, 13th September		

Step 9: 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.