



The Polesworth School

ENSURING EXCELLENCE

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17th November 2020

Dear Parent/Carer

Re: Year11 Online Parents Evening – Booking Video Appointments via Schoolcloud

We would like to offer parents the opportunity to book video parents evening appointments using an online system. To enable this, Parents Evening on **26th November 2020** will be allocated to Year 11 students and will take place via video appointments using Schoolcloud as the online platform. This is an important evening that provides you with an opportunity to discuss the progress of your son/daughter with their teachers.

To allow parents and carers to talk to a number of different teachers we have limited appointments to 6 minutes per subject. The sessions will end after 6 minutes and Schoolcloud will begin the next appointment. For this reason, it is important for teachers and parents/carers to be aware that there is a countdown for each session, which will automatically end once the 6 minutes expires. Please ensure that you have your questions ready ahead of each appointment and teachers will endeavour to provide you with the relevant information. During the booking process you will also have the option of adding any specific questions ahead of the scheduled video appointment.

Included with this letter is an instruction sheet that explains how to use the Schoolcloud online booking system to choose your own appointment times with teachers. You will then receive an email confirming your appointments. A video explaining how to login, book and later access the scheduled video appointments on 26th November can also be viewed via the link included here:

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

Please visit <https://thepolesworth.schoolcloud.co.uk> to book your appointments. The appointment booking window will be open between 7.00am on 18th November and 11.55pm on 24th November. Should you wish to make any appointment changes after this date, you encounter any issues when trying to book appointments or you are unable to access Schoolcloud, please contact the school office so that we can assist you.

This is a new system and as always, we appreciate your support during the current climate.

Yours sincerely,

Mrs Rickus – Deputy Head Teacher

Mr Quinney – Deputy Head Teacher

Parents' Guide for Booking Appointments



Browse to <https://thepolesworth.schoolcloud.co.uk/>

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.

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.

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*.