



Ref: NJW/ELC

21 April 2022

Dear Parent/Carer

**Year 9 Parents' Evening – Tuesday 3 and Wednesday 4 May 2022: 17:00 to 20:00**  
**Online Appointment Booking and Video Appointments**

I would like to invite you to attend our Y9 Parents' Evenings on Tuesday 3 and Wednesday 4 May 2022. These are important evenings which enable discussion regarding student progress and consultation with regards to subject option choices.

The Parents' Evening will take place on the following evenings for each subject:

**Tuesday** - for Art, Business Studies, Creative Media, Mathematics, Music, Performing Arts, Science (*shown as 'Biology'*), Technology, Textiles.

**Wednesday** - for Citizenship, English, Geography, History, Modern Languages, Physical Education and Religious Education.

The Academy continues to utilise the intuitive and easy to use SchoolCloud online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Friday 22 April 2022 and will close on Friday 29 April 2022. Should you wish to make any changes after this date, please contact the Academy office – either on [www.enquiries@tollbaracademy.co.uk](mailto:www.enquiries@tollbaracademy.co.uk) with the title Year 9 Parents' Evening, or alternatively ringing the Academy on 01472 500505 and asking to speak to the Parents Evening Co-ordinator, Mr Watson.

Please visit <https://tollbaracademy.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter. You will need to log in with the following information:

Student's First Name:

Student's Surname:

Student's Date of Birth:

Please note that in order for a parent to create a log in on the SchoolCloud, you must have parental responsibility on our system and your personal details must match the data we hold.

Information on how to join video appointments can be found 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 the Academy office (details above) so that a telephone meeting can be arranged instead.

We look forward to speaking to you on the Parents' Evenings.

Yours faithfully

  
Mr N Whittle  
Principal

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

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot  
 Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## Step 1: Log in

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 would like the system to suggest the shortest possible appointment schedule based on the times you are 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 would like to book appointments with. A green tick indicates they are 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	
17:19	Mr J Sinclair	Ben	English	6B
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr B Menzies	Andrew	French	L4

Accept Appointments (Green) | Cancel Appointments (Red)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it was not 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).

**Manual Booking Grid:**

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben (Grey)	Andrew (Green)	Ben (Grey)
16:40		Blue box with checkmark	
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 alternative time.

You can optionally leave a message for the teacher to say what you would like to discuss, or raise anything beforehand.

Once you have finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**My Bookings**

Teacher	Student	Subject	Room
17:19	Mr J Sinclair	Ben	English
17:25	Mrs D Mumford	Ben	Mathematics
17:45	Dr B Menzies	Andrew	French
17:50	Mrs A Wheeler	Ben	Class 11A

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation will be sent and you can also print off the 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*.