

Our Ref: HY/BL/HWD

16th January 2023

Dear Parents / Guardians,

I would like to invite you to the Year 11 Parents' Evening, to be held between 4:30pm and 7pm on Thursday 26th January 2023.

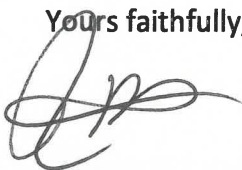
Your child is now well into their final year of GCSE study and at the end of this academic year, they will sit their remaining exams. As such, it is vital you as parents and guardians are informed of their progress in all subjects. During this evening, you will have the opportunity to discuss your child's progress and targets as they move towards their final exams.

Your child is able to make appointments to see all teachers, core and options, at times during the evening which are most convenient to yourselves. Parents and guardians are our most important partners in education and we very much hope that you can attend. We will be holding the evening in person rather than virtually.

We will be using the 'Schoolcloud' system for booking appointments and for this, you must register to log in. Full details of how this is done is over the page but if you require any support, please contact your child's tutor through email. The system will remain live for appointments to be made until the morning of the 26th so please ensure that all appointments are made prior to this.

If there are any other questions about your child's learning, please contact either their tutor or myself.

Yours faithfully,



Mrs Bland
Year Lead



Mrs Holloway
Executive Headteacher

Browse to <https://heathpark.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*.