

25<sup>th</sup> November 2021

Dear Parent/Carer,

**RE: Year 11 Parents' Evening and Mock Results: 9<sup>th</sup> December 2021 3:30 pm – 6:00 pm - Online Appointment Booking**

I would like to invite you to attend our Year 11 Parents' Evening on 9<sup>th</sup> December. **Unlike last year, this event will take place in person at school.** This is an important evening that provides you with an opportunity to discuss your child's strengths, areas to improve and what they need to do between now and the summer to get the best possible grades.

The school has introduced a new, easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be a success after liaising with several schools in the local area that have used the same system.

Appointments can be made from Friday 26<sup>th</sup> November at 8:00 am and will close at 8:00 am on Wednesday 8<sup>th</sup> December. Your child will be given a paper copy of your appointments in advance of the Parents' Evening. Please be aware, if a teacher has multiple Year 11 classes, like any parents' evening, this will work on a first-come first-served basis. Should you wish to make any changes after this date, please contact [jonathan.bell@st-michaels.sandwell.sch.uk](mailto:jonathan.bell@st-michaels.sandwell.sch.uk).

Please visit <https://stmichaelschurchofengland.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. When logging in, you will need to include your name, the email address you have registered with us, your child's name and date of birth. If you are unable to access the school cloud booking system online, please contact the school and staff will help you to make your appointments.

**Year 11 Mock Results**

During this evening, your child will receive the results of their mock examinations that they sat between the 4<sup>th</sup> and 18<sup>th</sup> of November. These results will provide you and your child with their current working grade in all of their subject areas, giving you an understanding of where they are with their studies. In addition, class teachers will be available to provide you with a document showing how they achieved in each section of their exam, giving you specific information on what areas your child needs to improve. The analysis will assist you and your child in understanding how they can achieve the best possible grades at the end of Year 11.

It is important to note that your child's mock results are based on them sitting the GCSE papers from the summer 2019 exam series. Whilst the grades awarded will indicate your child's performance, it is important to remember that your child has sat these exams seven months before their real exam. Therefore, parents should encourage their children to focus on the areas in which they did well and on those on which they need to improve, rather than focusing on the grade they receive.

If you are unable to attend parents' evening, please email me on [stuart.dix@st-micahels.sandwell.sch.uk](mailto:stuart.dix@st-micahels.sandwell.sch.uk) so we can book alternative time for you to come into school and collect your child's mock exam results.

Yours faithfully,



Mr Dix  
**Head of Year 11**

Acting Headteacher: **Mrs C Handy-Rivett, BA (Hons), MA**

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN  
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • Email: [contact.staff@st-michaels.sandwell.sch.uk](mailto:contact.staff@st-michaels.sandwell.sch.uk)

# Parents' Guide for Booking Appointments

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

Welcome to the Green Academy parents' evening booking system. Appointments can be attended via a link from the email confirmation - please ensure your email address is correct.

**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

## 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.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September  
In-person & video call  
[Open for bookings](#)
- Tuesday, 14th September  
In-person  
[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**

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

14:00 | 14:36 | 15:24 | 16:12 | 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

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

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

**Mr J Brown** SENDO

**Mrs A Wheeler** Class 11A

[Continue to Book Appointments](#)

## Step 5: 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.

01/20 Please confirm your appointments within 15 minutes

### 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 Sinclair  | Ben     | English     | E5   |
| 17:25 | Mrs D Mansford | Ben     | Mathematics | M2   |
| 17:45 | Dr R Monamara  | Andrew  | French      | L4   |

Accept Appointments Cancel Appointments

### Step 6: 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.

|       | Mr J Brown<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|--|--|
| 16:30 |                                 | ✓  |  |
| 16:40 |                                 |  |  |
| 16:50 | +                               |  | +                                      |
| 17:00 |                                 |  | +                                      |

### Step 7: 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.

September Parents Evening Tuesday, 14th September  
2 appointments from 16:15 to 16:45 in person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

|       | Teacher         | Student     | Subject             |
|-------|-----------------|-------------|---------------------|
| 16:15 | Mr Mark Lubbock | Jason Aaron | English             |
| 16:30 | Miss Bina Patel | Jason Aaron | Religious Education |

September Parents Evening Monday, 13th September  
2 appointments from 16:00 to 16:45 in-person Video call

September Parents Evening Monday, 13th September  
2 appointments from 15:00 to 15:45 in-person

### Step 8: 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*.