

24<sup>th</sup> May 2024



Dear Parent/Carer

**RE: Year 7 Parents' Evening, Wednesday 19<sup>th</sup> June 2024, 3:30 pm to 6:00 pm, School Cloud Appointment Booking**

I would like to invite you to attend our Year 7 Parents' Evening on Wednesday 19<sup>th</sup> June at St Michael's. This is an important evening that provides you with an opportunity to discuss your child's academic progress so far this year.

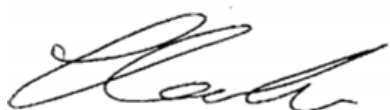
Appointments can be made on SchoolCloud, which allows you to choose your own time slots with teachers; you will receive an email confirming your appointments. These can be made from Monday 3<sup>rd</sup> June at 6:00 pm and will close at 9:00 am on Tuesday 18<sup>th</sup> June. Please be aware, if a teacher has multiple Year 7 classes, this will work on a first-come first-served basis. Should you wish to make any changes after this date, please contact [Clare.Benson@st-michaels.sandwell.sch.uk](mailto:Clare.Benson@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, and 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.

Upon arrival in reception, you will receive your appointment sheet with the bookings made and your child's interim progress report. This includes their current working grade in all subjects, behaviour points, and attendance.

If you have any issues logging in, please contact [Clare.Benson@st-michaels.sandwell.sch.uk](mailto:Clare.Benson@st-michaels.sandwell.sch.uk) or call us on 0121 561 6881.

Yours faithfully,



Mrs Faulkner  
**Head of Year 7**

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

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# Parents' Guide for Booking Appointments

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

Welcome to the schoolcloud parents evening booking system. Appointments can be arranged via the system using 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 (SENCO)

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 2 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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	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 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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 would 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 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*.