7th February 2024



Dear Parent/Carer

RE: Year 9 Parents' Evening

The Year 9 Parents' Evening will take place on Thursday, 29th February 2024 from 3.30 pm to 6.00 pm and will be by appointment with your child's subject teacher.

The event will give you the opportunity to discuss how your child has progressed and a chance to discuss any concerns you may have. As the Head of Year 9, I will also be available to talk to during the event as will Mrs Westwood, the Assistant Head of Year.

Appointments can be made from Wednesday, the 7th of February at 6:00 pm and will close on Thursday, the 29th of February January at 9:30 am. Your child will be given a paper copy of your appointments in advance of the Parents' Evening. Please be aware, that if a teacher has multiple Year 9 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 <u>Clare.Benson@st-michaels.sandwell.sch.uk</u>.

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.

Yours faithfully

Ander

Mr Howden

Head of Year 9

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



Parents' Guide for Booking Appointments

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



Step 1: Login

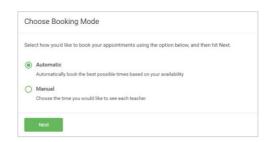
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.



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.



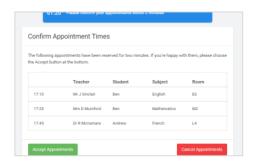
Step 4: Select Availability

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



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.



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.

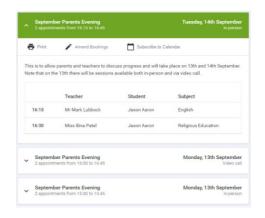


Step 7: Book Appointments

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.



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.