

25 January 2022

Dear Parent/Carer,

DIGITAL PARENT MEETINGS (YEAR 9)

I am committed to improving the ways in which the school keeps in touch with you about your child's learning and progress. A fresh, user-friendly school website launches later in the term and the inaugural meeting of the Parents' Roundtable took place before Christmas. In addition to a new, more regular reporting regime we are also rethinking the method by which we manage parents' evenings.

By adopting a digital solution, you will be able to choose your own appointment time with the teachers you want to see, rather than leaving the decision in the hands of your child, or sending a reply slip back to school, hoping it's not lost at the bottom of a schoolbag! Appointments will run to time, with a sensible gap in between to ensure parents' meetings run smoothly. Our system has an automatic booking mode to find the most efficient appointment schedule to see teachers in the shortest amount of time possible and a manual option should you wish to pick and choose. For busy teachers, parents can join a waiting list or book on another day.

During this trial, there will be no single parents' evening. Instead, you are invited to book appointments online on *any Thursday* beginning on Thursday 3 February 2022. You can choose appointment dates and times to suit you, even taking a short break if you are in the workplace for a conversation via your smartphone, tablet or laptop. Teachers will be available *every Thursday afternoon between 3.15pm and 4.15pm* with up to 9 meeting slots available each day.

To book your appointment, visit <https://stteilos.schoolcloud.co.uk/> and follow the instructions given in **Appendix 1**.

I sincerely hope that this approach proves to be a more efficient, more fruitful way for you to chat with teachers. In the usual tradition, I've included frequently asked questions in **Appendix 2**.

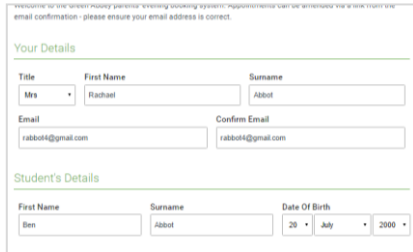
As ever,

Mr I Loynd
Headteacher

APPENDIX 1

INTRODUCING SCHOOLCLOUD

Visit <https://stteilos.schoolcloud.co.uk/>



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

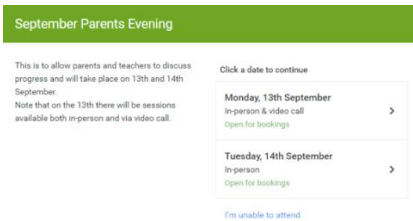
Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 29 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

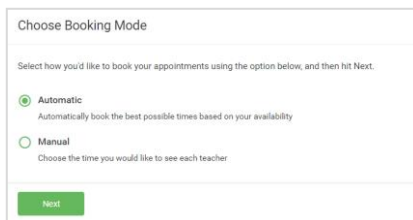
Monday, 13th September
In-person & video call
Open for bookings

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.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

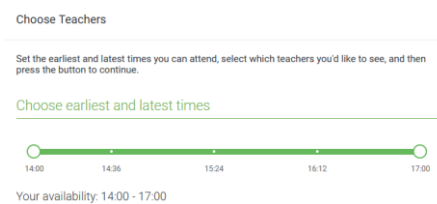
Automatic
Automatically book the best possible times based on your availability

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*.



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.

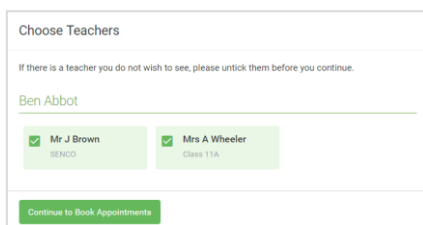
Choose earliest and latest times

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

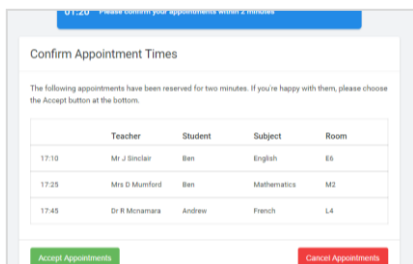
Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 5: Choose Teachers

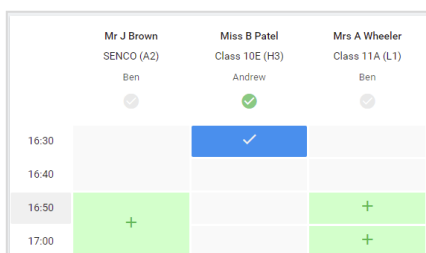
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



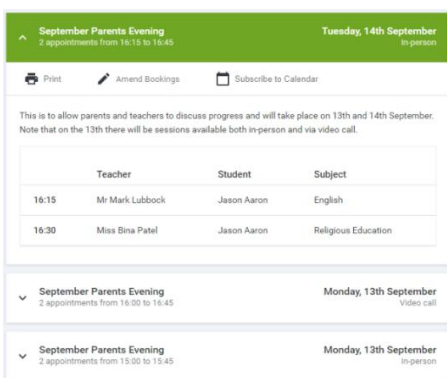
Step 7: Book Appointments

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.



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.

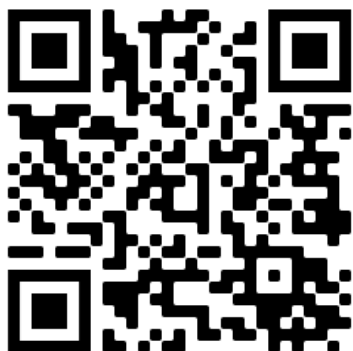
To change your appointments, click on *Amend Bookings*.

APPENDIX 2

FREQUENTLY ASKED QUESTIONS

How do I begin booking appointments?

Visit <https://stteilos.schoolcloud.co.uk/> and register using the name and details you have provided to the school. Alternatively, you can scan the QR code below with your smartphone or tablet.



Do I need to book on a certain date?

No. You can book appointments on *any Thursday* between 3.15pm and 4.15pm. You may aim to see all your child's teachers on one evening or space the appointments out, depending on your circumstances.

Will there be enough appointments available?

The existing trial currently involves Years 10, 11, 12 and 13, and has been running throughout the last term, limiting the demand on appointments. By meeting with parents weekly, we have increased the hours of face-to-face meeting time from 21 hours to 38 hours annually and there is plenty of space for Year 9 to join.

Do I have to have my camera on?

No. That is entirely up to you. You may choose simply to use the microphone and keep the camera turned off. The teacher will have both their camera and microphone on.

I am at work on a Thursday between 3.15pm and 4.15pm. What should I do?

Appointments last for 5 minutes, so taking a quick break to connect with a teacher should prove much easier than making yourself available for a whole evening.

Can two parents or carers join?

Yes, you can join together or separately.

Can I make multiple or repeated appointments?

For the sake of fairness, we are asking that you book one appointment per teacher only. Of course, you are always welcome to contact Mrs Phillips, Achievement leader, at any time with specific queries (j.phillips@stteilos.com).

Can my child be present?

Yes. That is entirely a matter for you to decide.

What will happen during the meeting?

The teacher will talk to you about what has been studied to date and what is still to come, They will let you know where your child has strengths and what their areas of development are. They will share assessment data with you and talk about the type of outcomes your child should expect to achieve working at their current rate.

I still have questions!

Contact headteacher@stteilos.com and somebody will get back to you as soon as possible.

Please note: Our staff deserve to come to work free from harassment or abuse. Any aggression towards staff will not be tolerated and calls will be terminated without notice. The recording of calls without the consent of the teacher is strictly prohibited.