

27th January 2021

Dear Parents/Carers

Parent Meetings

On Thursday 4th February we will be holding a Parent Meetings Day for parents to meet online with their child's subject teachers. As we have been working in bubbles in school this year some teachers teach several classes in Year 11 so we have extended our usual Parents' Evening to a whole day to ensure everyone has time to meet. The meetings will be available throughout the day from 10am until 7pm. All our meetings will be held on SchoolCloud.

The purpose of these meetings is to discuss your child's progress, gaps in their knowledge and what they need to do next to move forward. We cannot discuss final grades or predictions at this time as we do not yet know what will be required for the final assessments this summer.

Please visit <https://georgeeliot.schoolcloud.co.uk/> to book your appointments. There is a guide to booking appointments on SchoolCloud at the end of this letter. There is a video link below the guide on how to attend your appointments on the day too.

The booking system for making appointments will be open from 12 noon on Friday 29th January and will close at 5pm on Wednesday 3rd February. Should you wish to make any changes after this date please contact the school office.

As the class teachers are meeting parents on this day there will be no live lessons for Year 11 pupils on Thursday 4th February. All class teachers will set work on Teams for pupils to complete independently. This will also allow pupils the time to join you for their meetings.

Most pupils will require six meetings for each of their subjects English, Maths, Science and their 3 chosen Pathways subjects. When you are making your bookings you will be able to see your child's classes and their teachers.

Please note each science class has three science teachers. If you child is taking the combined science course then in School Cloud we have set this so you can meet with one of your child's three science teacher who will talk to you about their progress across all of their Science lessons.

If you have any questions or need any support please email lorraine.taylor@midlandat.co.uk.

Yours sincerely



Miss L Taylor
Vice Principal

'Aim for Excellence'

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Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The first section, 'Your Details', contains fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbol4@gmail.com'), and Confirm Email (text input with 'rabbol4@gmail.com'). The second section, 'Student's Details', contains fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (three dropdown menus for day, month, and year, with '20', 'July', and '2000' selected). A green 'Log In' button is located at the bottom left of the form.

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.

The screenshot shows a screen titled 'Parents' Evening' with a green header. Below the header, there is a paragraph of text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right of this text, it says 'Click a date to continue:'. Below this, there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a blue link that says '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. Below the title, it says 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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.

The screenshot shows a screen titled 'Choose Teachers'. Below the title, it says 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, it says 'Ben Abbot'. There are two teacher selection boxes: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both boxes have a green checkmark in the top left corner. A green 'Continue to Book Appointments' button is at the bottom.

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.

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 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).

	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 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.

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.

Year 11 Subject Evening
Examinations from 19:00 to 19:30

Print Amend Bookings

This parent evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
19:00	Mr J Brown	Ben	SENCO	A2
19:10	Mr J Sinclair	Ben	English	E6
19:15	Mr J Sinclair	Andrew	English	E6
19:20	Mr R Jones	Ben	History	H6
19:25	Mrs D Mumford	Andrew	Mathematics	M2
19:30	Miss J Powell	Andrew	Science	S2

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*.

How to attend your appointments over video call

The video on this link shows you how to attend your appointments on video call

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>