

4<sup>th</sup> February 2021



Dear Parents/Carers

### Parent Meetings

On Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> February we will be holding two 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 9 so we have extended our usual Parents' Evening to two whole days to ensure everyone has time to meet. The meetings will be available throughout the day on Wednesday 10<sup>th</sup> February 10am until 6pm and on Thursday 11<sup>th</sup> February from 10am until 7pm. All our meetings will be held on SchoolCloud.

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. When you are making your bookings you will be able to see all of your child's classes and their teachers.

The booking system for making appointments will be open from 12 noon on Friday 5<sup>th</sup> February and will close at 8pm on Tuesday 9<sup>th</sup> February. Should you wish to make any changes after this date please contact the school office.

As the class teachers are meeting parents on these days there will be no live lessons for Year 9 pupils on Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> 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.

Year 9 pupils are beginning to look at their Pathways subject choices for next year. The Pathways booklet and more information about this process will be sent to you at the start of next week with your child's Autumn Term report card. The Parent Meetings are an opportunity to discuss your child's progress in each subject and support their decision making for subjects for next year.

If you have any questions or need any support please email [lorraine.taylor@midlandat.co.uk](mailto:lorraine.taylor@midlandat.co.uk).

Yours sincerely



Miss L Taylor  
Vice Principal

**'Aim for Excellence'**

Raveloe Drive, Nuneaton, Warwickshire CV11 4QP  
Telephone: 024 7674 4000  
Fax: 024 7674 1530

TheMidland  
AcademiesTrust

Company Registered Number – 07191874  
Registered in England and Wales  
Hinckley Road, Nuneaton CV11 6BH

Email: [info@george-eliot.warwickshire.sch.uk](mailto:info@george-eliot.warwickshire.sch.uk)  
[www.george-eliot.warwickshire.sch.uk](http://www.george-eliot.warwickshire.sch.uk)

# Parents' Guide for Booking Appointments

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

Your Details

|       |            |         |
|-------|------------|---------|
| Title | First Name | Surname |
| Mrs   | Rachael    | Abbot   |

Email

|                   |                   |
|-------------------|-------------------|
| rabbol4@gmail.com | Confirm Email     |
| rabbol4@gmail.com | rabbol4@gmail.com |

Student's Details

|            |         |               |
|------------|---------|---------------|
| First Name | Surname | Date Of Birth |
| Ben        | Abbot   | 20 July 2000  |

Log In

## 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.

Parents' Evening

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.

Click a date to continue:

|                      |   |
|----------------------|---|
| Thursday, 16th March | > |
| Open for bookings    |   |
| Friday, 17th March   | > |
| 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

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

Ben Abbot

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Mr J Brown<br>SENCO | <input checked="" type="checkbox"/> Mrs A Wheeler<br>Class 11A |
|---|--|

Continue to Book Appointments

## 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<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 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 on 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 | Mrs A Wheeler | Andrew  | SENCO       | B2   |

### 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>