

25<sup>th</sup> February 2021



Dear Parents/Carers

### Coffee Mornings

Coffee Morning will be available every week Mondays 11am-1pm and Thursdays 9am – 11am. This is an opportunity for all parents to book a 10 minute appointment with one of the school's Senior Leadership Team to discuss any questions or ideas you have. Following the positive feedback from our Parent Meeting Days we will be introducing our new Coffee Mornings using SchoolCloud too.

When you book an appointment you will see all four staff names but only one will be in your meeting.

- Monday 11am-12pm – Mrs Dee Stanton – Vice Principal
- Monday 12pm-1pm – Miss Lorraine Taylor – Vice Principal
- Thursday 9am-10am – Mrs Homeira Zakary – Principal
- Thursday 10am-11am – Mr Craig Bonny-Meekings – Assistant Principal

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 4pm on Friday 26<sup>th</sup> February and appointments can be made from now until the end of the Spring Term.

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 SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler 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

### 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	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>