



4th March 2024

Dear Parent/Carer,

Year 7 Parents' Consultation Evening – Tuesday 19th March 2024 from 3:00pm to 6:30pm

The Year 7 Consultation Evening will be held on Tuesday 19th March 2024 from 3:00pm to 6:30pm.

This will be your opportunity to meet your daughter's teachers and discuss her progress.

I am writing to provide information about Year 7 parents evening. A reminder that we chose as a school to retain online parents evenings for the following reasons:

- Feedback from parents/carers last year about preferences for parents evening did not show a strong preference for returning to in person appointments
- The scheduling of appointments is organised for you and appointments cannot over-run
- Parents/carers with younger children do not need to arrange childcare
- Parents/carers can join parents evening from two different locations thus maximising the ability for parents to attend
- We knew that software packages to manage parents evenings effectively were available to reduce the need to be logging in/out of epraise/zoom

Bookings for Parents' Consultation appointments will be made online through School Cloud from **9am on Thursday 7th March 2024 and will close at 9pm on Monday 18th March**. Please click on this link: <https://ssfg100.schoolcloud.co.uk> and follow the instructions to make appointments with the relevant teachers. On the consultation evening it is very important that you log on with the following information:

Title
Parent first/surname
Email address
Student name/surname
Student date of birth

It is important that the above details are the same as the information you have already provided the school. This will be required to make the appointments. Please see the attached information sheet for instructions. If you are unable to log on with your details then I recommend using the alternative contact details that we hold. If you still have queries please contact the school office at office@swakeleys.org.uk and we will be able to assist you.

We have a number of classes where pupils have more than one teacher. If appointments are only available with one teacher, staff will communicate this to the pupils.



Headteacher: Ms Kelda Stevenson NPQH

If you would like to see a member of staff who is not available on that evening to discuss your daughter's progress, please contact the school to make a telephone appointment.

As we are using the new web based programme School Cloud, we will send a brief evaluation form after the event. We would be grateful if this could be completed by noon on Monday 25 March 2024 so that we can take on board comments for our next Parents' Consultation Evening.

Yours sincerely

**Kelda Stevenson
Headteacher**





Parents' Guide for Booking Appointments



Browse to <https://ssfg100.schoolcloud.co.uk/>

Your Details

Title: First Name: Surname:

Mr Rachel Abbot

Email:

Child's Email:

Student's Details

First Name: Surname: Date Of Birth:

Sex:

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.

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

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 14:30 15:04 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 uncheck them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 71.0

[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.

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 Brown	Ben	English	60
17:20 Mrs A Wheeler	Ben	Mathematics	62
17:40 Mr J Brown	Andrew	French	14

[Accept Appointments](#) [I'm not happy with these](#)

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.



	Mr J Brown SENCO (A2) Den	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class 11A (L1) Den
10:30		✓	
16:40			
16:50	+		+
17:00			+

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.

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.

September Parents Evening		Tuesday, 14th September
2 appointments from 16:15 to 16:45		
Print Amend Bookings Subscribe to Calendar		
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.		
Time	Teacher	Student
16:15	Mr Mark Lubbock	Jason Aaron
16:30	Miss Bina Patel	Jason Aaron
		Subject
		English
		Religious Education
September Parents Evening 2 appointments from 16:50 to 16:45		Monday, 13th September
		<i>In-person</i>
September Parents Evening 2 appointments from 16:50 to 16:45		Monday, 13th September
		<i>In-person</i>

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*.

