

18<sup>th</sup> October 2021

Dear Parent/Carer

**Year 8 Parents Consultation Evening – November 9<sup>th</sup>, 2021- Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on Tuesday 9<sup>th</sup> November, 2021. This is an important evening and provides you with an opportunity to discuss your son's/daughter's academic progress and how effectively they have made the transition back to face to face learning. The event will run between 1:15pm and 6:30pm. Face to face meetings will take place in the school between 1:15pm and 4:00pm. There will then be an online event for parents unable to attend the school. This will take place between 4:20pm and 6:30pm and allow video calls to be held with your child's teachers.

The school has introduced a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointment bookings can be made online from 8:00am on Monday 25<sup>th</sup> October and will close at 4:00pm on Friday 5<sup>th</sup> November. Should you wish to make any changes after this date please contact the school office.

In the first instance, please visit <https://kha.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You should complete all fields including your title, first name and surname (as it appears on this letter) and the following required information:

**Student's First Name**

**Student's Surname**

You must also enter the student's date of birth.

A video guide is available to help you manage video meetings and can be accessed by visiting <https://vimeo.com/473882995>

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf. Thank you for your support.

Yours sincerely,

Mr. C Freeborn.  
Deputy Headteacher

# Parents' Guide for Booking Appointments

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

**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: 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

Mr J Brown  
SENCO

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 Monama	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)

Miss B Patel  
Class 10E (H3)

Mrs A Wheeler  
Class 11A (L1)

Ben Andrew 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.

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.

**My Bookings**

Thursday, 15th April

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monama	Andrew	French	L4

Print

## 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*.