

2nd November 2023

Dear Parent/Carer,

Re: Year 11 Parents' Consultation Evening – Tuesday 21st November 2023

I would like to invite you to attend our Parents' Consultation Evening on **Tuesday 21st November 2023**. This is an important evening and provides you with an opportunity to discuss your child's academic progress with individual subject teachers. The event will run between 4pm and 7pm in the main hall.

We are determined to work in partnership with parents/carers in order to achieve the best possible outcomes for our student and I cannot stress highly enough the importance of attending this event. The meetings allow parents/carers and subject teachers to discuss aspects of attainment, attitude to learning and progress towards GCSE target grades.

Students should also attend, dressed in full school uniform. In the event of your child's teacher having more than one GCSE class and therefore being unable to make an appointment with you, we would ask that you contact that teacher via email. Individual teacher addresses can be found on the school website under the 'Our School' tab.

The online booking system goes live at 12pm today and open for you to make appointments. This will close at 12pm on Monday 20th November. Should you wish to make any changes after this time, 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 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.

We look forward to seeing you on Tuesday 21st November.

Yours sincerely,



Mr A Pisani
Associate Deputy Headteacher

Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachel, 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
16:30 Mr J Brown	Ben	English	E6
16:40 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Andrew	French	L4
16:50 Mr J Brown	Ben	English	E6
17:00 Mrs A Wheeler	Andrew	Mathematics	M2
17:00 Mrs A Wheeler	Andrew	English	E6

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*.