

21 September 2022



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Principal: Miss Lorraine Taylor

Dear Parent/Carer

Year 7 Settling In Evening – Thursday 29th September - Appointment Booking

We are very proud of how our new Year 7s and the heart and tenacity they have shown in their first two weeks of secondary school. To support their transition we are inviting you to attend our Year 7 Settling in evening on Thursday 29th September from 4pm to 7pm. This is a very important event and allows you to speak directly to your child's form tutors to discuss how they are settling in at Hartshill Academy. The form tutor meeting will be for 10 minutes and will be held in person at Hartshill Academy.

Please visit <https://hartshill.schoolcloud.co.uk> to book your appointment. There is a guide to booking appointments on School Cloud at the end of this letter.

The booking system for making appointments will be open from 8:00am on Thursday 22nd September and will close at 9.00pm on Wednesday 28th September. Should you wish to make any changes after this date please contact the school office.

If you have any queries or need any support please email Miss Wallbank the Year 7 Pastoral Leader chelsea.wallbank@midlandat.co.uk

Yours sincerely

Suzi Shepherd
Vice Principal

Parents' Guide for Booking Appointments

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

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@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

- 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 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 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
18th April 2020

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The parents evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for Year 11 which follow this evening's taking place. The ring is available in the main school car park.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:10	Mr J Brown	Ben	English E6
15:15	Mr J Brown	Andrew	English E6
15:20	Mr J Brown	Ben	History H6
15:25	Mrs D Mumford	Andrew	Mathematics M2
15:30	Miss A Wheeler	Andrew	Science S2

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*.