

Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP
T: 01902 677754 E: info@beaconhillacademy.org.uk
W: www.beaconhillacademy.org.uk
Principal: Sukhjot Dhami



08/03/21

Dear Parent/Carer

Re: Options One-to-One Meetings with SLT

Following on from the communications that were sent out last week, we will be holding the one-to-one Options meetings with SLT after school on **Tuesday 16th March** and **Wednesday 17th March**.

Due to the current climate and the importance of our COVID-19 safety measures, we will be facilitating these meetings virtually via the video call function of SchoolCloud. In order to make video calls you will need to have a device with a microphone and speaker/headphones that is compatible to an up-to-date web browser e.g. a smartphone, laptop or computer.

Meetings will last 10 minutes and in order to book an appointment, you will need to access the SchoolCloud system, following the step-by-step instructions below. Once logged in, you will be able to select the time that is most suitable for you on either Tuesday or Wednesday with the member of SLT that your child has been assigned.

It is incredibly important that you book an appointment with us as during this meeting your child will select the options that they wish to take moving forward into Key Stage 4.

As well as the instructions below, there is also a help video and additional instructions which can be accessed through the following link:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

We look forward to working with you as part of this process.

If you have any questions or would like any support with setting up appointments, please do not hesitate to get in touch using our helpline@beaconhillacademy.org.uk email address.

Yours faithfully

Ms N Lord
Vice Principal – Raising Standards



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Browse to <https://beaconhillacademy.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 unlick 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 Minamara	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).

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
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.

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*.

Teacher	Student	Subject	Room
17:00 Mr J Brown	Ben	English	E6
17:10 Mr J Brown	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4
17:45 Mrs A Wheeler	Ben	English	E6

Step 6: Finished

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To change your appointments, click on *Amend Bookings*.