



12/11/21

Dear Parents/Carers,

Re: Year 11 Virtual Parent/Carer Subject Evening

I am writing to provide you with information regarding our forthcoming Year 11 parent/carer virtual subject meetings which will be carried out via video call on **Thursday 9th December 2021 16:00 – 18:30**. You will be able to book your appointments for this from **Monday 15th November 2021**.

Registering and logging into our parents' evening booking system is simple and it is easy to use. You can use a smartphone, tablet, computer or laptop to do this. To access the system please go to:

<https://beaconhillacademy.schoolcloud.co.uk>

Once on our booking system home page, enter the details requested to login. From here you will be able to book your appointments with your child's teachers. A guide on how to do this is included overleaf. Please book your appointments early to avoid any disappointment relating to availability and times. We do request that all parents/carers make and attend these appointments as they are critical to supporting your child through the remainder of their school life.

When attending the appointments, simply log into the booking system via your device a few minutes before your first appointment and there will be a box at the top which says join appointment. From here, all your appointments will change at the allotted times and our staff will be waiting to discuss your child's progress in the different subject areas.

Thank you in advance for booking your appointments and attending our virtual parent/carer subject evening. We hope you find it useful and informative.

Yours faithfully,
Mrs H Shingler
Assistant Principal



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Dudley College of Technology



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 Monamara	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.

Step 6: Finished

View 12 Bookings

The parents' evening for pupils in year 11. Please enter the school via the main entrance and follow the signs to the main hall where the morning's bookings are available for the school to book.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mrs D Mumford	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	English	E6
17:00 Mrs A Wheeler	Ben	English	E6
17:10 Mrs A Wheeler	Ben	English	E6
17:20 Mrs A Wheeler	Ben	English	E6
17:30 Mrs A Wheeler	Ben	English	E6
17:40 Mrs A Wheeler	Ben	English	E6
17:50 Mrs A Wheeler	Ben	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*.