



04/03/22

Dear Parents/Carers,

Re: Year 8 parents/carers evening – Face-to-face appointments at the academy

Due to the lifting of the coronavirus restrictions nationally, we are very pleased to be moving back to face-to-face parents evening appointments from this month at the academy. With this in mind, the year 8 parents/carers evening will take place on **Tuesday 22nd March 16:00 – 18:30 at the academy.**

Your appointments will still be bookable online via the parents evening booking system - these will be live for booking from **Wednesday 9th March 2022.**

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

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

Instructions on how to book your appointments are included below. You will now need to select which appointments you would like to book, you can see every teacher if you wish or you can pick those you would like an appointment with, depending on the time you have available.

We recommend bringing your child with you to their appointments but any learners who do attend the evening needs to attend in their academy uniform. Parents/carers will be able to park on the car park at the academy or on the playground to attend your appointments between 16:00 – 18:30.

Parents/carers evenings are vitally important to your child's progress in school, please make every effort to attend, and if you are unable to please let your child's learning manager know and alternative arrangements can be made. Younger children are welcome at the evening if you are struggling for childcare. Masks are now optional so please feel free to wear one if you wish - some of our staff maybe still wearing masks as this is personal preference.

Thank you in advance for booking your appointments and attending parents/carers evening, we hope you find it useful and informative, and we very much look forward to seeing you in person once again.

Yours faithfully,

Mrs H Shingler
Assistant Principal



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Dudley College of Technology



Parents' Guide for Booking Appointments

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

Your Details

Title First Name Surname
Mrs Rachael Abbott
Email Confirm Email
rabbot4@gmail.com rabbot4@gmail.com

Student's Details

First Name Surname Date Of Birth
Ben Abbott 20 July 2009

[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 Abbott

☒ 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.

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

View 11 Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	Mathematics	M2
Mr J Brown	Ben	French	L4
Mr J Brown	Ben	Mathematics	M2
Mr J Brown	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*.