



15/06/22

Dear Parents/Carers,

Re: Year 9 parent/carer subject evening – Face to face appointments in school

Due to the lifting of the coronavirus restrictions nationally, we are very pleased to be moving back to face to face parent/carer evening appointments in the academy. The Year 9 parent/carer evening will take place on Thursday 30th June 2022 in school.

Your appointments will still be bookable online via the parents/carers evening booking system, these are live for booking from Wednesday 15th June 2022.

Registering and logging into our parents/carer 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 do not need to see every teacher, you can pick those teachers you would like an appointment with.

We recommend bringing your child with you to their appointments but any learners who do attend the evening need to attend in **full school uniform**. Parents/Carers will be able to park on the car part at school or on the playground to attend your appointments between 16:00 – 18:30. Please enter through the main academy doors and you will be registered there and given instructions on where all the staff are located in the hall or classrooms.

Parents/Carer 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 form tutor know and alternative arrangements can be made. Younger children are welcome at the evening if you are struggling for childcare. Masks are now optional, please feel free to wear one if you wish, some of our staff maybe still wearing masks, this is personal preference.

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

Yours faithfully,

Mrs H Shingler
Assistant Principal

Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP

T: 01902 677754 E: helpline@beaconhillacademy.org.uk

W: www.beaconhillacademy.org.uk

Principal: Sukhjot Dhani



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 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 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).



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	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.

Page 11: My Bookings			
This page shows your bookings for the current week. Please enter the school via the main entrance and follow the signs for the library when this morning or afternoon. Parking is available in the main school car park.			
Time	Teacher	Subject	Room
16:30	Mr J Brown	SEN	10E
16:40	Mr J Brown	SEN	10E
16:50	Mr J Brown	English	10E
16:50	Mr J Brown	English	10E
16:50	Mr J Brown	History	10E
16:50	Mr J Brown	Mathematics	10E
16:50	Mr J Brown	Science	10E

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*.



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