



04/10/2022

**Re: Year 7 Parental evening Monday 10<sup>th</sup> October 2022 / Thursday 20<sup>th</sup> October 2022**

Dear Parents / Carers,

On Monday 10<sup>th</sup> October 2022 and Thursday 20<sup>th</sup> October we will be hosting a parental evening for year 7 parents. We are now a few weeks into your child's first term at school and we would like to review this with you.

Your child's tutor is unfortunately unavailable but Mrs Shingler, Assistant Principal will be taking appointments for 7HCN and Mr Mahey, Assistant Principal will be taking appointments for 7LHA. Please feel free to book an appointment if you have an issues you wish to discuss or any questions you would like to ask. We will re arrange a meeting with your child's tutor at a later date.

The appointments will run in school from 16.00 – 18:30 on Monday 10<sup>th</sup> and from 15.30 – 18.00 on Thursday 20<sup>th</sup>. Below are instructions on how to access our parental booking system to make an appointment. If your child wishes to attend the appointment, we would encourage this and ask that they attend in full school uniform. Please feel free to bring siblings if childcare is an issue.

Appointments can be booked on <https://beaconhillacademy.schoolcloud.co.uk> and the instructions on how to do this are attached in page 2.

We look forward to seeing your again soon.

Yours faithfully,

Mrs H Shingler  
**Assistant Principal**



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# Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP  
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W: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)  
Principal: Sukhjit Dhami



Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
<a href="mailto:rabbot4@gmail.com">rabbot4@gmail.com</a>	<a href="mailto:rabbot4@gmail.com">rabbot4@gmail.com</a>	

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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 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).



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W: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)  
Principal: Sukhjot Dhami



	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.

Teacher	Student	Subject	Time
16:30	Mr J Brown	SEN	16:30
16:50	Mr J Brown	SEN	16:50
16:50	Mr J Brown	SEN	16:50
16:50	Mr J Brown	SEN	16:50
16:50	Mr J Brown	SEN	16:50
16:50	Mr J Brown	SEN	16:50
16:50	Mr J Brown	SEN	16:50
16:50	Mr J Brown	SEN	16:50

## 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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