



04/03/2024

Dear Parent / Carer,

**Re: Year 8 parental subject evening**

I am writing to provide you with information regarding our forthcoming Year 8 parent/carer subject meetings on **Monday 18<sup>th</sup> March 2024 16:00 – 18:30**. You will be able to book your appointments for this from **Monday 4<sup>th</sup> March at 17:00**.

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 below. Please book your appointments early to avoid any disappointment relating to availability and times. We do request that all parents and carers make and attend these appointments, they are critical to supporting your child through the remainder of their school life.

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

Parents 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.

If you have any problems booking appointments please contact us for help via [helpline@beaconhillacademy.org.uk](mailto:helpline@beaconhillacademy.org.uk)

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 once again.

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](mailto:helpline@beaconhillacademy.org.uk)  
W: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)  
Principal: Mr S Dhani



## Parents' Guide for Booking Appointments



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

### 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.

### 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*.

### 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.

### 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.

### 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).

### 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*.

