



15/04/2024

Dear Parent / Carer,

Year 7 parental subject evening

I am writing to provide you with information regarding our forthcoming Year 7 parent/carer subject meetings on **Monday 29th April 2024 4.00pm – 6.30pm**. You will be able to book your appointments for this from **Tuesday 16th April at 5:00pm**.

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. You are able to select from the screen the teachers that you would like to see and speak to relating to your child's progress. Please note – there is no pressure to see all of your child's teachers, although you may want to, you may just want to see some of them.

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 4.00pm – 6.30pm.

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

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



Parents' Guide for Booking Appointments



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



Your Details

Title: First Name: Surname:

Mr Mrs Miss Ms

Email: Confirm Email:

[View my account](#)

Student's Details

First Name: Surname: Date of Birth:

Age: Year:

[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 arrive 15 minutes before the start of the evening and sign in at reception.

Click a date to continue

Thursday 18th March
[View the booking page](#)

Friday 17th March
[View the booking page](#)

[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 wish 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 uncheck them before you continue.

Don Abbott

☒ Mr J Brown
[View my bookings](#)

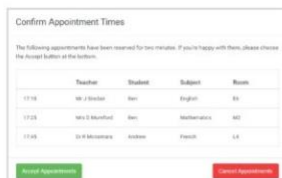
☒ Mrs A Wheeler
[View my bookings](#)

[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 you. If you're happy with them, please choose the Accept button at the bottom.

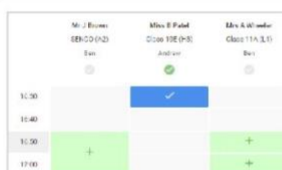
Teacher	Student	Subject	Room
Mr J Brown	Ben	English	81
Mrs A Wheeler	Ben	Mathematics	80
Mr J Brown	Andrew	French	11

[Accept Appointments](#) [Reject 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).



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 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

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*.

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*.