

Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP
T: 01902 677754 E: info@beaconhillacademy.org.uk
W: www.beaconhillacademy.org.uk
Principal: Sukhjot Dhami



02/10/2024

Year 7 settling in evening Monday 21st October 2024

Dear Parents / Carers,

On Monday 21st October we will be hosting an important settling in evening for parents of year 7. You will be able to make appointments via our school cloud system (information below) to speak with your child's form tutor about how they have settled into Beacon Hill Academy. This is a really important evening and will allow you to have a one to one conversation with your child's form tutor.

Appointments are made on a first come first served basis from 4.00 – 6.30pm and the evening will take place within the school hall. Please arrive a few minutes early for your appointment and check in at reception. If your child wishes to attend the evening, they are welcome, but it is not mandatory. If you have additional children that need to attend, they are welcome.

The attached letter gives instructions on how to gain access to the school cloud system to book your appointment. Please note – the email address and details you provided at transition have been used to create this account. If you have any problems with booking the appointment please email helpline@beaconhillacademy.org.uk.

The website link to book your appointments is <https://beaconhillacademy.schoolcloud.co.uk>.

We do really hope your child has enjoyed their first few weeks at Beacon Hill Academy, We look forward to welcoming you into the school once again.

Best Wishes

Mrs H Shingler
Assistant Principal



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Your Details

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

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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 Brown	Ben	English	E6
17:25	Mrs D Mansford	Ben	Mathematics	M2
17:45	Dr R Monama	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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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.



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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	Home
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10
Ms. J. Smith	Mr. A. Brown	Maths	10

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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