



29/09/2020

Dear Parent/Carer,

RE: Year 7 Parents' Evening - Online Appointment Booking

It is my pleasure to invite you to attend our Year 7 Parents' Evening on **Thursday 8th October 2020**. This is an important event as it provides you with an opportunity to speak directly with your child's form tutor and gain a more detailed understanding of how they have settled into life at their new academy. You will also have the opportunity to ask any questions.

The academy has introduced a new and easy to use online appointment booking system. This allows you to choose your own appointment time with your child's tutor. You will then receive an email confirming your appointment. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from 30/09/2020 and will close on 07/10/2020 at 00:01. Should you wish to make any changes after this date, please contact helpline@beaconhillacademy.org.uk.

Please visit <https://beaconhillacademy.parentseveningsystem.co.uk> to book your appointment slot. A short guide on how to add appointments is included with this letter.

If you do not have access to the internet, please contact a member of the administration team on (01902) 677754, who will be happy to add appointments on your behalf.

As a result of COVID-19, we are unfortunately not able to permit visitors at school, so your appointment will be carried out via the telephone. The telephone call which you receive will last approximately ten minutes in duration.

I would like to take this opportunity to thank you for your continued support.

Yours sincerely,

Sukhjot Dhani
Principal



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Parents' Guide for Booking Appointments

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



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 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).

	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.

My Bookings

View 11 booked appointments

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R McNamara	Andrew	French	L4
Mrs A Wheeler	Ben	Class 11A	L1

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*.