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Headteacher: Mr J Parr BA Hons

Friday, 18 October 2024

Dear Parent/Carer,

Year 8 Darwin, Hazlitt and Jebb Progress Evening Thursday 7th November 15:40 – 18:40

Year 8 Owen and Wylie Progress Evening Thursday 14th November 15:40 – 18:40

We would like to invite you to our Year 8 Progress Evenings which will be face-to-face events held in the school hall and restaurant.

Appointments will be 6 minutes in length including 1 minute to conclude the meeting. Staff will begin to conclude your appointment after 5 minutes. This will allow us to avoid delays, helping the evening to run smoothly and to time. If you require further discussion and/or information beyond the appointment time, then staff will arrange this with you as the appointment concludes.

To assist staff, parents, and carers in keeping to their schedules there will be a countdown timer on the board/screens in the hall and restaurant. A sound will play to indicate when 5 minutes has passed at the end of each appointment. We would be grateful if you could use the seating areas whilst waiting for your appointments and wait for the member of staff to call your name to avoid crowding around teacher tables.

We hope you can attend this important evening and meet your child's teachers to discuss how your son/daughter has settled into their Year 8 studies at Church Stretton School.

The online booking system gives you the opportunity to choose your own appointment times with teachers and you will receive an email confirming these with a link to access your appointment times. It is possible to use the appointment message section to ask teachers questions in advance to focus each meeting and ensure the meeting is as productive as possible. It would also be beneficial if your son/daughter attended alongside you, so they participate in the discussions.

Appointments for both the Year 8 Darwin, Hazlitt and Jebb and 8 Owen and Wylie Progress Evenings can be booked via the School Cloud website from Monday 21st October at 18:00 and will close on Wednesday 6th November at 15:00 for the 8 Darwin, Hazlitt and Jebb evening and on Wednesday 13th November at 15:00 for the 8 Owen and Wylie evening.

Please visit <https://churchstretton.parentseveningsystem.co.uk> to book your appointments. Login with the following information:

Student's Preferred Name

Student's Surname

Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to book an appointment on your behalf.

Yours sincerely,

Mr D Bird
Deputy Head of School

Parents' Guide for Booking Appointments

Browse to <https://churchstretton.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 the dates listed? Click *I am unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times, you are 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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you would see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.
If it was not 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 click *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.

Once you are 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*.