

**Headteacher:** Dr. A Wood, PhD, NPQH, BSc (Hons)

Friday 7<sup>th</sup> March 2025

Dear Parent/Carer,

**Year 9 Progress Evening Thursday 20<sup>th</sup> March 15:40 – 18:40**

We would like to invite you to the Year 9 Progress Evening, on Thursday 20<sup>th</sup> March 15:40-18:40, which will be held in the school hall and restaurant. 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.

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 be played to indicate when 5 minutes has passed at the end of each appointment.

We hope you can attend this important evening and meet teaching staff to discuss your son/daughter's progress and target areas for improvement. It would also be beneficial if your son/daughter attended alongside you, so they are involved in the discussions.

As the deadline regarding Pathways choices is on Friday 28<sup>th</sup> March at 9am, part of your discussion with staff should be the suitability of your son/daughter for the GCSE courses they are considering choosing. Please note that as some staff teach more than one group there may be insufficient slots available on the evening. We would ask that you prioritise making appointments with members of staff that teach the core subjects and those subjects your child is considering following during Key Stage 4.

Please do not feel obliged to meet with all your child's teachers, especially if they are sure they do not wish to continue with this subject. 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.

Appointments can be made from Friday 7<sup>th</sup> March at 18:00 and will close on Wednesday 19<sup>th</sup> March at 15:00.

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

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.

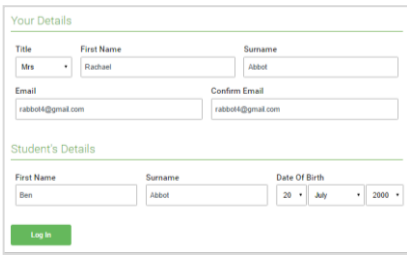
Yours sincerely,

Mr D Bird

Deputy Head of School

# Parents' Guide for Booking Appointments

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

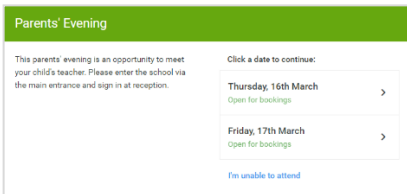


The screenshot shows a form with two sections. The first section, 'Your Details', has fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The second section, 'Student's Details', has fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is at the bottom left.

## 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.

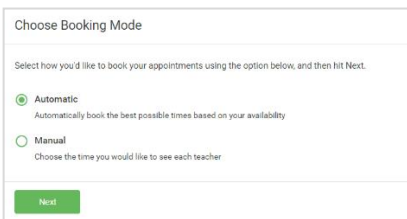


The screenshot shows a green header 'Parents' Evening'. Below it, there is a paragraph: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, there is a section 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings'. At the bottom, there is a blue link 'I'm unable to attend'.

## 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*.



The screenshot shows a form titled 'Choose Booking Mode'. It has a sub-header 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) and 'Manual'. Under 'Automatic', it says 'Automatically book the best possible times based on your availability'. Under 'Manual', it says 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom left.

## 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.

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 would like to book appointments with. A green tick indicates they are 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	D6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

## 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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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.

View 11 Bookings

Thursday, 10th April

This page is intended for the pupils to print. Please enter the school on the main website and follow the steps for the filter before the morning or during school. Bookings available in the main school calendar.

Teacher	Student	Subject	Room	
16:30	Mr J Brown	Ben	English	D6
16:40	Mr J Brown	Ben	English	D6
16:50	Mr J Brown	Andrew	English	D6
17:00	Mr J Brown	Ben	English	D6
17:10	Mrs D Mumford	Ben	Mathematics	M2
17:25	Mrs D Mumford	Andrew	Mathematics	M2
17:45	Mrs A Wheeler	Andrew	French	L4

## 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*.