

18th May 2022

Dear Parents/Carers,

Year 7 Parents' Evening

I would like to invite you to attend our Year 7 Parents' Evening on Thursday 26th May. This event will run from 4:00pm until 6:30pm.

Last year, the school introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Please be advised that appointments are allocated on a first come, first served basis. During the appointment, the system will display a countdown on the screen which indicates how long you have left with the teacher you are currently talking to. Please be aware of this timer as meetings do end once it ticks down to 0:00. If there are follow-up questions for staff, these should be sent in via email to the Academy office in the usual way.

Appointments can be made from 7.00pm on Thursday 19th May onwards and will close at 10:00am on the day of the event. Should you wish to make any changes after this date, please contact me at kerrick.newstead@holbrookacademy.org. Appointments will take place virtually through a video portal accessed via the link below. If you make an appointment and then cannot attend it for whatever reason, please let the Academy office staff know in advance.

Please note, you will need:

- A device with a microphone and speaker/headphones
- A compatible up-to-date web browser, such as:

iPhone/iPad: Safari Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium - download here)

Mac: Safari, Chrome or Firefox

Linux: Chrome or Firefox

We have found that appointments are best carried out using a smartphone. However, should you not possess a smartphone with a forward facing camera, a laptop or computer with a webcam will work perfectly. Should you require access to loan equipment for the evening, please contact the Academy office before the end of this week.

We do recommend that you use a headset or earphones with a microphone to reduce echo. Of course, where more than one person is in a call, this may not be possible

Please visit <https://holbrookacademyschool.schoolcloud.co.uk> to book your appointments. A short guide on how to login and book appointments is included with this letter.

If you do not have access to the internet, please contact me on

kerrick.newstead@holbrookacademy.org

and I will be happy to make arrangements on your behalf.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'K Newstead', written over a faint horizontal line.

Mr K Newstead
Assistant Headteacher

Parents' Guide for Booking Appointments

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



Your Details

Title: First Name: Surname:

Email: Confirmation Email:

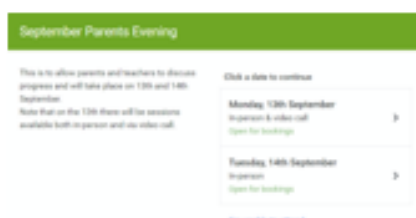
Student's Details

First Name: Surname: Date of Birth:

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.



September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in person and via video call.

Click a date to continue

Monday 13th September
In-person & video call
[Open for bookings](#)

Tuesday 14th September
In-person
[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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

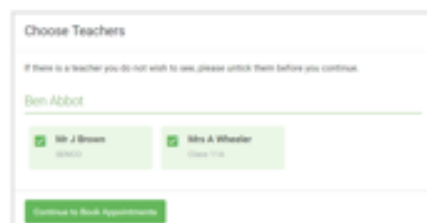
Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00 16:30 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

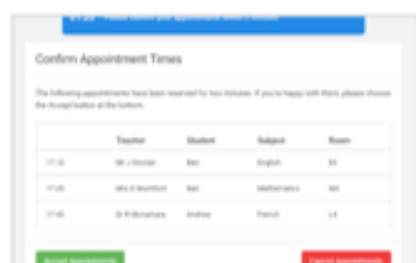
☒ **Mr J Brown**
English

☒ **Mrs A Wheeler**
Mathematics

[Continue to Book Appointments](#)

Step 5: Choose Teachers

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
Mr J Brown	Ben	English	12
Mrs A Wheeler	Ben	Mathematics	10
Mr J Brown	Ben	French	14

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

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.