

# HOLBROOK ACADEMY



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Deputy Headteacher: George Anstee-Parry

6<sup>th</sup> October 2022

Dear Parent/Carer

## Year 7 Settling In Meetings

It is now five weeks since your child joined Holbrook Academy. I am writing to you to reflect on those first few weeks and invite you to a 'settling in' consultation meeting.

Year 7 students have settled into the Academy very well. Form Tutors have reported that their transition from primary school to the Academy has been very positive. Their focus, work and behaviour have been excellent and the Year group have also maintained outstanding uniform standards throughout this initial period.

We would like to invite you to a Settling In Meeting with your child's Form Tutor on Thursday 13<sup>th</sup> October. We are aware that it is not as easy to drop in and speak to your child's teacher at high school as it was at primary school so we hope this will help bridge that gap. The Form Tutor will be able to tell you how your child is settling in at Holbrook Academy and answer any general queries you may have. You will have the opportunity to meet your child's subject teachers later on in the school year. You will be able to access academic updates for your child by using the Go4Schools online system.

The Settling In Meetings will be held in the Main Hall from 3.45pm – 6.00pm.

To make an appointment with your child's Form Tutor, please visit <https://holbrookacademyschool.schoolcloud.co.uk> and select an available time slot. A short guide on how to login and book appointments is included with this letter. Using this system is the easiest way to ensure you are able to book a time slot, however, the meetings will be in person. The appointment system will open at 7.00pm on Saturday 8<sup>th</sup> October and close at 9.00am on Thursday 13<sup>th</sup> October.

If you do not have access to the internet, please contact the main office and we will be happy to make arrangements on your behalf.

Please note that Form Tutors will only be able to spend about eight minutes with each parent.

We very much hope to see you on the 13<sup>th</sup> October.

Yours sincerely

Mr G Anstee-Parry  
Deputy Headteacher



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Company Number 07654882

# Parents' Guide for Booking Appointments

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

After confirmation, please ensure your email address is correct.

**Your Details**

Title:  First Name:  Surname:

Mr Mrs Miss Ms Other

First Name:  Surname:

Mr Mrs Miss Ms Other

Email:

Confirm Email:

**Student's Details**

First Name:  Surname:  Date of Birth:

Mr Mrs Miss Ms Other

## 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

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 uncheck them before you continue.

Ben Abbot

Mr J Brown  
Maths

Mrs A Wheeler  
Class 10A

[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.

Time	Teacher	Student	Subject	Room
15:10	Mr J Brown	Ben	English	50
15:20	Mrs A Wheeler	Ben	Mathematics	50
15:30	Mr J Brown	Ben	French	17

[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.