



Headteacher: Thomas Maltby BA (Hons), MA, NPQH

Deputy Headteacher: George Anstee-Parry

13th January 2022

Dear Parents/Carers,

Follow-up Y11 Progress Evening

Following yesterday's successful Year 11 Progress Evening, there will be a second opportunity to meet with teachers on Tuesday 17th January between 3.30pm and 4.30pm. This is in recognition of the exceptional turnout for this week's evening, and the need for additional appointment slots to meet our students' needs.

When booking, please refrain from booking appointments with teachers that you have spoken to this week already. It should only be necessary to speak to one Science specialist, as teachers that share classes have access to each other's data, and have shared notes on students.

Appointment booking will open at 7.30pm today, 13th January, and remain open until 10.00am on the morning of the event. Should appointments fill up again, please use the waiting list feature for staff to contact you at another time.

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. If there are follow-up questions for staff, these should be sent in via email to the Academy office in the usual way.

Again, appointments will take place virtually through a video portal accessed via the link below. If you make an appointment and then can't 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 the 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 in a cursive style.

Mr K Newstead
Assistant Headteacher

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbo4@gmail.com, Confirm Email: rabbo4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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)

Add a Teacher

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. You may book other teachers not listed on the screen by clicking *Add a Teacher*.

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 Monama	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).

Manual Booking Grid

Time	Mr J Brown (SENCO) (A2)	Miss B Patel (Class 10E) (H3)	Mrs A Wheeler (Class 11A) (L1)
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.

Finished

16:30 - 16:40: Mr J Brown (SENCO) (A2) - Ben - English - E6

16:40 - 16:50: Mrs D Mumford - Ben - Mathematics - M2

16:50 - 17:00: Dr R Monama - 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*.