

# HOLBROOK ACADEMY



Acting Headteacher: George Anstee-Parry, M.Ed, NPQH  
Acting Deputy Headteacher: Sarah Watson

9<sup>th</sup> October 2023

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 Tuesday 17<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 Wednesday 11<sup>th</sup> October and close at 9.00am on Tuesday 17<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 17<sup>th</sup> October.

Yours sincerely

Mr G Anstee-Parry  
Deputy Headteacher



# Parents' Guide for Booking Appointments

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

Parent Name: [text input] Surname: [text input]  
Email: [text input] Student Email: [text input]  
Student's Details: First Name: [text input] Surname: [text input] Date of Birth: [date picker]

## 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  
Monday, 12th September  
Tuesday, 14th September  
[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  
 Automatic  
 Manual

## 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  
Choose earliest and latest times  
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  
Ben Abbot  
 Mr J Brown  
 Mrs A Wheeler

## 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.

Teacher	Student	Subject	Room	
17:10	Mr J Brown	En	English	10
17:10	Mrs A Wheeler	En	Mathematics	10
17:10	Mr J Brown	En	French	11

## 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.