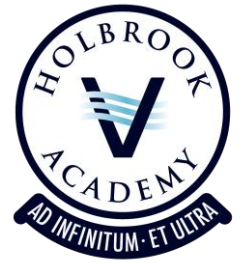


HOLBROOK ACADEMY

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



24th January 2024

Dear Parents/Carers,

Year 9 Progress Evening - Options

I would like to invite you to attend our Year 9 Progress Evening on Tuesday 30th January. This event will run from 4:00pm until 6:30pm.

This year's Progress Evening will be in person, but we will be using the same user-friendly software as previous years for booking appointments. This allows you to choose your own appointment times with teachers and to receive an email confirming your appointments. Please be advised that appointments are allocated on a first come, first served basis.

Appointments can be made from 7:30pm onwards on Thursday 25th January 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 in the main school hall - please sign in at reception on arrival. If you make appointments and then cannot attend for whatever reason, please let the Academy office staff know in advance.

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,

Mr K Newstead
Assistant Headteacher



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

1



Your Details

First Name: Last Name: Email:


Phone Number: Confirm Email:

Student's Details

First Name: Last Name: 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.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school on the main entrance and sign in at reception.

Click a date to continue

Thursday, 19th March [Open for bookings](#)

Friday, 20th 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.

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 uncheck them before you continue.

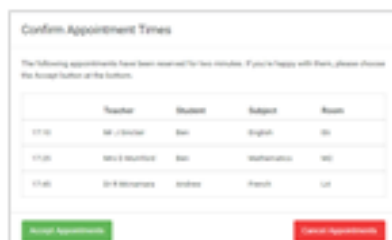
Ben Abbott

☒ Mr J Brown [Uncheck](#) ☒ Mrs A Wheeler [Uncheck](#)

[Add a Teacher](#)

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
Mr J Brown	Ben	English	50
Mrs A Wheeler	Ben	Mathematics	50
Mr J Brown	Andrew	French	10

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).



Mr J Brown **Mrs A Wheeler** **Mrs A Wheeler**

MR J BROWN **MRS A WHEELER** **MRS A WHEELER**

Ben **Andrew** **Ben**

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.



My Bookings

Teacher	Student	Subject	Room	Date
Mr J Brown	Ben	English	50	19/03/2020
Mrs A Wheeler	Ben	Mathematics	50	19/03/2020
Mr J Brown	Andrew	French	10	20/03/2020

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*.