

HOLBROOK ACADEMY

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



16th April 2024

Dear Parents/Carers,

Year 8 Progress Evening

We would like to invite you to attend our Year 8 Progress Evening on Tuesday 23rd April. This event will run from 4:00pm until 6:30pm.

This year, Progress Evenings will be held 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 18th April 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/>

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.

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*.

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.

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*.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	10
Mrs A Wheeler	Ben	Mathematics	10
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).

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.

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*.