

HOLBROOK ACADEMY



Headteacher: Claire Elliott BA(Hons) PGCE
Deputy Headteacher: George Anstee-Parry, M.Ed, NPQH

Aspire . Engage . Achieve

21st March 2025

Dear Parents/Carers,

Year 10 Progress Evening

I would like to invite you to attend our Year 10 Progress Evening on Tuesday 1st April 2025. This event will run from 4:00pm until 6:30pm.

Progress Evenings will be held in person, but we are 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 Tuesday 25th March 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

Parents' Guide for Booking Appointments

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

Username: [text input]
Password: [password input]
Email: [text input]
Date of Birth: [date input]

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 14th September 14:00 - 15:00

Tuesday 15th September 14:00 - 15:00

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

Mr J Brown

Ms A White

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

Teacher	Start	End	Book
Mr J Brown	14:00	15:00	Book
Ms A White	14:00	15:00	Book

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.