

Monday 8/3/21

Dear Parents and Carers of Year 11,

As you may have seen in the weekly letter, we are running two parents' events to support you and our Year 11 students at this crucial time. The first event will be a live parental information evening through Teams, on Wednesday 10th March, to inform you of our plan for the teaching and assessment of Year 11 over the coming weeks. This will be followed by a parents' evening on Thursday 18th March where you will have the opportunity to ask specific questions directly to each of your child's teachers.

Y11 Parental Information Evening – Wednesday 10th March 2021, 16:30-18:00

We will share information about the processes we are putting in place to ensure your child achieves a fair and reliable grade that reflects the standard of their work. There will be further information on how to best support your child through this process and guidance on effective revision strategies. This will be followed by an opportunity to ask further questions.

You can access this meeting in two ways:

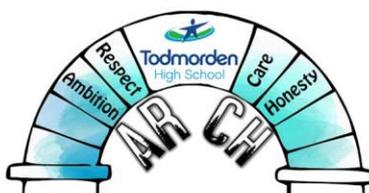
1. Join using your child's account. All students have been invited to this session on Microsoft Teams, in the Y11 team, where they would usually have assemblies. Joining via this method is preferential as you will have full functionality in the software.
2. Join using this link, <https://tinyurl.com/cr5xxbwm>. You will not be required to login, but will have to join as a guest. This link will also be available on the school website, www.todhigh.co.uk shortly before the event begins.

If you are struggling to access this link or are concerned about how to access this event please contact Mr Anderton on m.anderton@todhigh.co.uk and he will talk you through how to access the meeting at the pace you need.

Y11 Parents' Evening – Thursday 18th March 2021, 16:30-19:00

The parents' evening will be hosted on SchoolCloud, a website which hosts virtual parents' evenings. You will be able to book a 5 minute slot with each of your child's teachers and speak to them about your child's next steps in each subject and get advice on strategies for revision and work required to be completed.

You will need to set up your appointments for this event through the website, this can be done anytime between Thursday 11th March and midday on the 18th March. Please go to <https://todhigh.schoolcloud.co.uk/> where you will be able to log on to our school account using your child's name and date of birth. At this point you will enter an e-mail address where further links to the parents' evening and your appointment times will be sent. There is a guidance sheet to help you with this below this letter. Once logged on you will be able to see the details of your child's teachers and book appointments with each teacher.



On the 18th March you will log on to the site to view appointments. These will be in 5 minute video calls with the member of staff at the times you have booked. The information you need to access the event will be e-mailed to you once you have registered.

If you have questions about this event please contact Miss James in the first instance on j.james@todhigh.co.uk

Yours faithfully,



Mrs A M Mansfield
Assistant Headteacher



Parents' Guide for Booking Appointments

Browse to <https://todhigh.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.



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.
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*.

