

Tuesday 30th March 2021

Dear Parents and Carers of Year 8,

Year 8 Parents' Evening – Thursday 22nd April 2021, 16:30-19:00

As you may have seen in the weekly letter, we are running a virtual parents' evening on Thursday 22nd April to support the learning and progress of your child and you will be able to ask specific questions directly to each of your child's subject teachers.

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 15th April and midday on the 22nd April. 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 22nd April you will log on to the site for your 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.

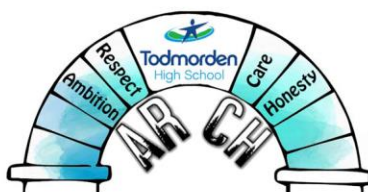
If you have questions about this event please contact Mrs Thompson in the first instance on p.thompson@todhigh.co.uk

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*.

