

23 January 2023

Dear families,

#### Year 8 Parents' Evening

I am writing to inform you that Year 8 Parents' Evening is scheduled to take place on **Thursday 23 February between 4.30pm** and **7.00pm**. This is an opportunity for you to discuss how your child is progressing, receive your child's assessment results and discuss any concerns or worries you may have. This is an important period of time in your child's education and this evening will provide you with advice on how to support your child at home in preparation for their summer examinations.

To book an appointment please use the guidance attached to this letter. To access the booking site, please use the following link to login: <a href="https://dixonscottingley.schoolcloud.co.uk/">https://dixonscottingley.schoolcloud.co.uk/</a>

If you do not have an internet enabled device please contact the academy on 01274 567281 and we will support you to book appointments.

We look forward to seeing you in person on Thursday 23 February.

Yours sincerely

Jason Patterson **Principal** 

**Parents' Guide for Booking Appointments** 

Browse to https://dixonscottingley.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.



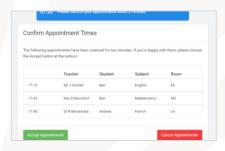
# **Step 4: Select Availability**

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



# **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.



# **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.

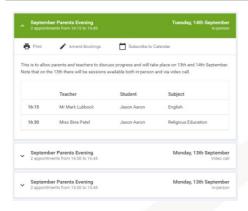
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



# **Step 7: 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 8: 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*.