

November 2023

Dear Parent/Carer,

I would like to invite you to attend our Sixth form Parents' Evening on Thursday 14th December 2023.

We will be handing out the results from the recent November Mock Exams during the evening and this will give you the opportunity to discuss how your child is currently progressing across their subjects. You will get individual feedback from subject teachers and reflect on how they are working towards their end of Post-16 targets.

This event is a key date as we look towards Post-18 and ensure that you understand how to best support your son/daughter with their work and help prepare them for this year's summer exams.

Appointments are available from 3:20pm - 6:30pm and will be face to face on site. The appointments will be 10 minutes as this should give enough time to discuss your son / daughter's progress and plans. The online booking system will open at 9am on Friday 1st December and will remain open until Thursday 14th December.

Please visit <https://scottmhc.schoolcloud.co.uk/> to book your appointment. Your login will be authenticated by your title and your surname, which must match the data we hold.

Our teachers are very much looking forward to speaking with you. We respectfully request that questions relating to other matters are directed towards the Sixth Form team or tutor email in advance or throughout the evening, where a member of our team will be on hand to respond to your query.

Please enter via the front of reception when attending your appointments. Staff will be on hand to direct you to the different venues.

We look forward to speaking to you at this Parents' Evening.

Yours sincerely,



Charlotte Hefford
Head of Sixth Form.

Parents' Guide for Booking Appointments

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

WELCOME TO THE SDCC PARENTS' EVENING BOOKING SYSTEM. APPOINTMENTS CAN BE BOOKED VIA A LINK FROM THE email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

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

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[Open for bookings](#)

[I'm unable to attend](#)

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

Select how you'd like to book your appointments using the option below, and then hit Next.

- ☒ **Automatic**
Automatically book the best possible times based on your availability
- ☐ **Manual**
Choose the time you would like to see each teacher

Next

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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- ☒ **Mr J Brown**
SENCO
- ☒ **Mrs A Wheeler**
Class 11A

Continue to Book Appointments

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.

01:20 Please confirm your appointments within 2 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	✓	✓	✓
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

September Parents Evening

2 appointments from 16:15 to 16:45

Print

Amend Bookings

Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening

2 appointments from 16:00 to 16:45

Monday, 13th September

Video call

September Parents Evening

2 appointments from 15:00 to 15:45

Monday, 13th September

In-person

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*.