Scott
Scott Medical and Healthcare College

19.12.23

Dear Parent/Carer,

I would like to extend my thanks to all parents and carers for the continued support and guidance given to our students throughout this year but particularly during this mock exam season. We have not only been focused on the preparation for their exams but have also had a number of events that have supported the students in making decisions and preparing for their futures at this crucial time in their educational journey.

Enclosed with this letter is your child's Mock exam results. These grades will show you the progress and achievement so far this year for your son/daughter.

Parents evening

You will be able to discuss your son's/daughter's current grades and progress at our Year 11 Parents Evening on January 11th 2023. In order to fit sufficient meeting slots into this time frame, each meeting will last for 5 minutes. I would like your son/daughter to be present at these meetings so that they can be involved in any discussions with teachers. Therefore year 11 will NOT have lesson 7 on this day.

Please visit **https://scottmhc.schoolcloud.co.uk/** to book your appointments. Please also use the supporting letter to help you with this. Your login will be authenticated by your title and your surname, which must match the data we hold. The online booking system will open at 9am on Wednesday 20th December and will close at 3pm on Thursday 11th January. Should you wish to make any changes after this date please contact the College reception on 01752 987101.

On the same evening there will also be an information stand on vaping and online safety with Mr Kelly.

On the parents evening night please arrive at the front reception area and you will be directed to the different venues for the parents evening.

Sixth Form Open Evening

There is also our upcoming Sixth Form Open Evening which is taking place on **Thursday February 1st 2024**. We look forward to welcoming you to this very important evening.

Please can I wish you all a Merry Christmas and we look forward to seeing all students on Monday 8th January 2024.

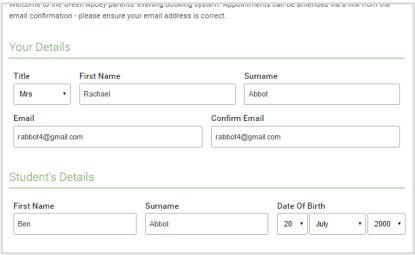
Yours faithfully

Mr S Gill

Senior Assistant Headteacher

Parents' Guide for Booking Appointments

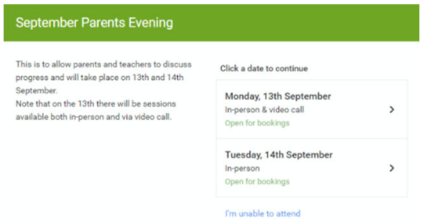
Browse to https://scottmhc.schoolcloud.co.uk/



Step 1: Login

Fill out the details on the page then click the *Log In* button.

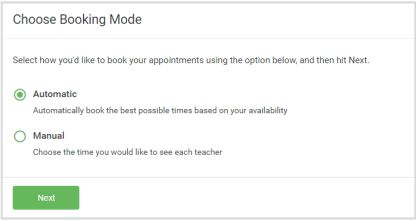
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

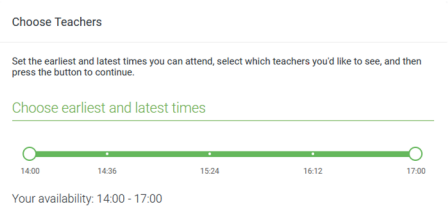
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

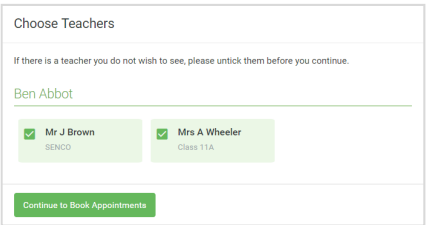
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



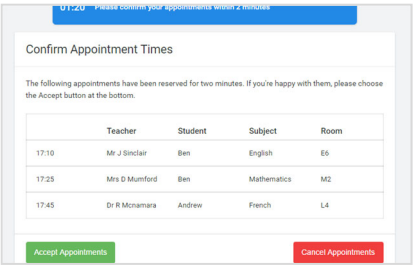
Step 4: Select Availability

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



Step 5: Choose Teachers

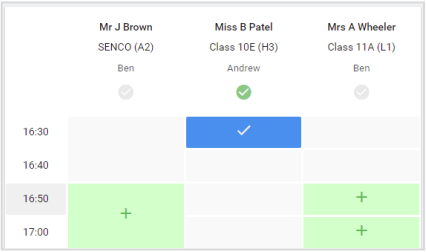
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



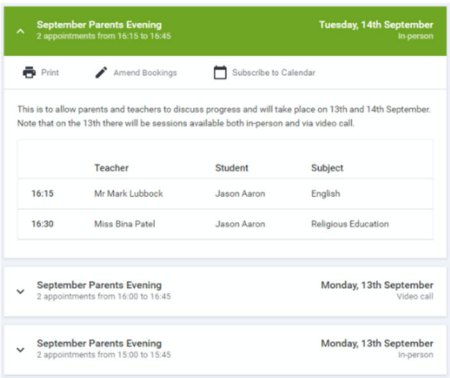
Step 7: Book Appointments

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*.