

Dear Parent / Carer

On Monday 19th February 2024 we have our second tutor consultation week of this academic year. You will be able to book a timeslot where you will receive a telephone call from your child's tutor. This will provide you with an opportunity to discuss the first academic report of the year, after the completion of assessment one, in all subject areas any general queries you, or your child, may have about this academic year. You will be receiving this academic report via email on Friday 9th February. We will also be able to share with you how you can work with us and your child in order to improve their progress and attainment.

Please visit <u>https://scottmhc.schoolcloud.co.uk/</u> to book your appointment. 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 Monday 5th February and will close at 3pm on 22nd February. Should you wish to make any changes after this date please contact the College reception on 01752 987010.

Yours faithfully,

Mrs Merricks Head of School



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# Parents' Guide for Booking Appointments



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

Fitle	First Name	Sum		
Mrs •	Rachael	Abb		
Email		Confirm Email		
rabbot4@gmail.c	om	rabbot4@gmai	Lcom	
tudent's De	tails			
First Name	Surname		Date Of Birth	

Click a date to continue

esday, 14th Septe

## 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.

#### eptember Parents Evening

ress and will take place on 13th and 14th ember. that on the 13th there will be sessions able both in-person and via video call. 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 Nex
Automatic     Automatically book the best possible times based on your availability
O 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 ther press the button to continue.

Choose earliest and latest times



### Step 4: Select Availability

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

f ther	e is a teacher you do r	not wish to	see, please untick then	n before you continue.
Ben	Abbot			
	Mr J Brown SENCO		Mrs A Wheeler Class 11A	

### **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.

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.							
17:10	Mr J Sinclair	Ben	English	E6			
17:25	Mrs D Mumford	Ben	Mathematics	M2			
			French	14			

## 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.

#### ay, 14th S 🗖 Sub ē 1 . cribe to Calend and will take on 13th and 16:15 English Mr Mark Lut 16:30 Miss Bina Pate September Parents Evening 2 appointments from 16:00 to 16:45 Monday, 13th September Monday, 13th September September Parents Evening 2 appointments from 15:00 to 15:45

# 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.