Scott
Scott Medical and Healthcare College

4th March 2024

Dear Parent,

Year 9 & 10 Parents' Evening - Thursday 21st March

On Thursday 21st March, you are invited into College to attend parents evening between 3.15 pm and 6.30 pm. This is an opportunity to discuss your child's progress with subject teachers and discuss any steps needed to support them.

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 he or she can be involved in any discussions with teachers.

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. The online booking system will open at 9am on Tuesday 5th March and will close at 3pm on Wednesday 20th March. Should you wish to make any changes after this date please contact the College reception on 01752 987010.

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

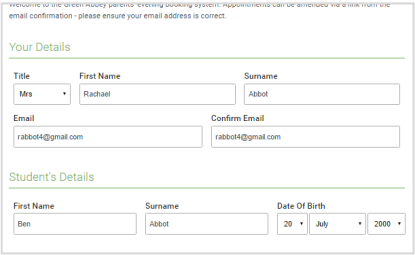
We look forward to welcoming you on Thursday 21st March 2024.

Yours sincerely

Mr S Gill
Senior Assistant Headteacher

Parents' Guide for Booking Appointments

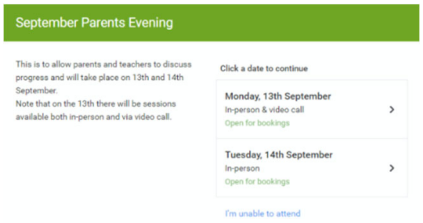
Browse to https://scottmhc.schoolcloud.co.uk/



Step 1: Login

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

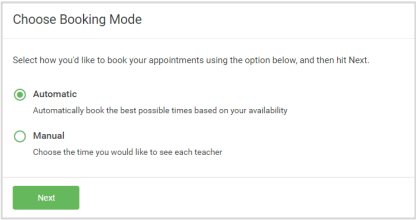
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

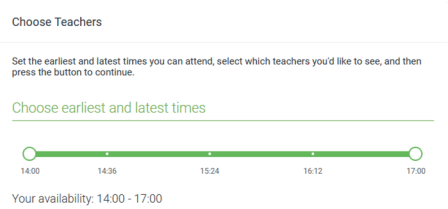
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

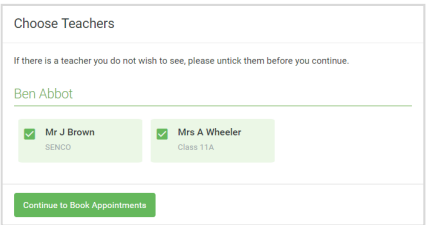
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



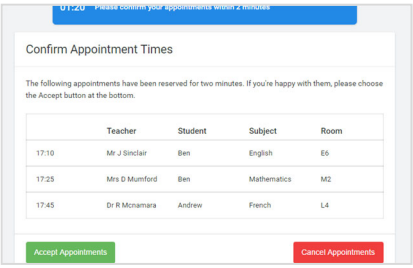
Step 4: Select Availability

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



Step 5: Choose Teachers

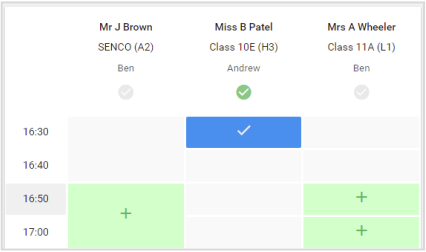
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



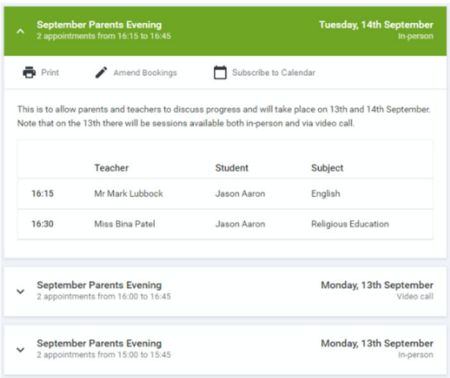
Step 7: Book Appointments

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*.