



22nd March 2021

Dear Parent/Carer,

Virtual Year 10 Parents' Evening – Monday 29th March 2021 - Online Appointment Booking

I would like to invite you to attend our Year 10 Parents' Evening to be held on **Monday 29th March 2021**. The timing of this Parents' Evening is important as will give you an excellent opportunity to review your son/daughter's progress in their Key Stage 4 study to date and allow you to understand what your son/daughter needs to do in preparation ahead of their final exams in Year 11.

We have introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. All appointments will be held virtually via video with the new easy to use software. We would hope that both parent/carer and the student 'attends' each appointment.

Appointments can be made from **Monday 22nd March 2021** and will close on **Sunday 28th March 2021**. Appointments will be available between 4.30pm and 7.00pm. Please note that teachers have limited availability and you may not be able to book all of the appointments you would like. All appointments are 5 minutes in length and the software (not the teacher) will automatically end each appointment after 5 minutes. To help with time management there is a countdown timer on screen. A short guide on how to make appointments is included with this email. You can also watch a short video to help with the whole process, including, what to do on the evening of the event, by clicking the following link:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please visit: <https://maidenhillschool.schoolcloud.co.uk/> to book your appointments. You can log in by completing the requested details on screen. We strongly encourage you to attend all appointments you have booked, however in the event you can no longer attend, please log into the system and cancel your appointments. This will allow others on a waiting list to attend.

Yours sincerely,

Mr A Hara
Assistant Headteacher
(Student Welfare and Guidance)

Head Teacher: Mrs P Wilson BA (Hons)

Telephone: 01453 822469 Fax: 01453 825615 Email: office@maidenhill.gloucs.sch.uk

Kings Road, Stonehouse, Gloucestershire GL10 2HA

www.maidenhill.gloucs.sch.uk

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

Your Details

Title	First Name	Surname
Mrs	Elaine	Abbott
Email	Confirm Email	
elaine4@gmail.com	elaine4@gmail.com	

Student's Details

First Name	Surname	Date Of Birth
Dev	Abbott	23 July 2000

Log In

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.

Parents' Evening

This parents evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Click to continue](#)
- Friday, 17th March [Click to continue](#)
- See calendar for other dates

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

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

Book Appointment

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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 ten minutes. If you're happy with them, please choose the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Morimura	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

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 5b).

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

Step 5b (Manual): 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.

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.

My Bookings

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Morimura	Andrew	French	L4

Step 6: 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*.