



Committed to excellence

Headteacher: Marion Budd, MA (Hons), MA (Ed), MBA

Tuesday, 25th May 2021

Dear Parent / Carer,

I am writing to invite you to attend our Parents' Evening on **Thursday, 10th June 2021**. Due to current COVID-19 requirements, we are unable to host an in-person parents' evening this year. So that you can still have these vital conversations with your son/ daughter's subject teachers however, we have moved our event online.

The event will still run at the published times, from 4.30pm to 7.00pm on Thursday, 10th June 2021 but will now take place through video conferences. Each appointment will last for exactly 6 minutes with calls ending automatically after that window. To access these video conference calls, you do not need to download any additional apps, but just visit [this website](https://northolthighschool.schoolcloud.co.uk) <https://northolthighschool.schoolcloud.co.uk> on a mobile device or computer with sound and video facilities. In advance of the event, please visit the site to book appointments at a time that best suits you during the evening. The booking system will go live at 4pm on Wednesday 26th May 2021.

When logging in to the booking system, you will be asked to input your son/ daughter's first name, last name and date of birth as well as your own first name, last name and email address. Some of these fields act as authentication so if they do not match our records exactly, you will not gain access to the system. To help with this, we have sent an email to your son/ daughter's Northolt High email address confirming the details that we have on file. Please note that whatever email address you put in here will be updated to our system and will be the email address that future communication is addressed to.

Attached to this letter is a step by step guide to making appointments and taking part in the video conferences. During our recent test and live events, parents spoke very highly of the ease of using the system and the structure of the event itself but please do get in touch if you have any difficulty accessing the system.

During the evening itself, our staff will be pleased to discuss your son/ daughter's academic progress, their attitude to learning and any strategies that you could use at home to support with their studies. Please ensure that you have discussed the most recent report that was sent to you with your son/ daughter prior to the evening. It would be useful if both you and your son/ daughter could be together for the video conferences but we appreciate that this is not always possible.

Included with the log in details which have been sent to your son/ daughter are the names and the email addresses of their subject teachers. If you have any other specific areas which you would like to discuss, please email your son/ daughter's teacher in advance so that they can be as prepared as possible to address these during your call. In order to ensure that your call does not get cut off during an important learning focused part of the conversation, we have asked our staff to remain focused on

the talking points listed above so please do not be offended if they keep the usual pleasantries to a minimum. Any more general discussions can take place at the end of the call window should there be time.

As a final reminder, **the booking system** will only go live at **4pm** on **Wednesday 26th May 2021**. Once the system is live, if you have any problems booking your appointments, please contact our school reception who will be able to support you.

We hope that you find our new system easy to navigate and that you have a valuable and informative experience during our parents' evening.

If you have any queries, please do not hesitate to contact me.

Yours faithfully,

Ms G. De Sousa  
Key Stage 4 Leader  
[gdesousa@northolthigh.org.uk](mailto:gdesousa@northolthigh.org.uk)

# Parents' Guide for Booking Appointments

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

**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

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 (Open for bookings)
- Friday, 17th March (Open for bookings)
- I'm unable to attend

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date 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 untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class T1A)

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 two 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 Monamara	Andrew	French	L4

Accept Appointments (green) Cancel Appointments (red)

## 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).

**Manual Booking Grid**

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class T1A (L1))
16:30	Ben	Andrew	Ben
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**

Thursday, 16th March

Time	Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO	A2
16:10	Mr J Sinclair	Ben	English	E6
16:15	Mr J Sinclair	Andrew	English	E6
16:20	Mr R. Jacobs	Ben	History	H6
16:25	Mrs D Mumford	Andrew	Mathematics	M2
16:30	Mrs A Wheeler	Andrew	Science	SC

## 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*.