



Dear Parent or Guardian and Upper Four students,

We are pleased to invite you to Upper Four Virtual Parents' Evening. This will take place between **3-7pm on 3rd March 2021**. These meetings will take place via the platform 'School Cloud' and we thank you for helping us to pilot this for the first time.

In order to offer some flexibility to colleagues and parents who are working from home during this lockdown, we have made the decision to give colleagues the opportunity to spread their usual two hours over a four-hour period. This is to give colleagues the opportunity to schedule a break between appointments, especially where they have large numbers of parents to speak to, as well as allow parents a spread of time, in the hope that you are able to speak to those colleagues who you want to prioritise for feedback and discussion. We hope this will allow for a less 'intense' evening in front of the screen for everyone and to allow for 20/20 plus 10 to be applied, as well as to work around busy home lives. One benefit for parents is that the queuing element of the in-situ evening is removed, yet the 4-minute appointment cannot be extended and will automatically be ended by the software, so conversations will need to be focussed and longer conversations cannot happen in this forum.

As parents / guardians, you have two options:

1. The system can book appointments in the most efficient way for you based on teacher's availability, (**please edit out the subjects and teachers who you happy to NOT see**, as this will make it more likely that most parents will be able to see the teachers they want to see) or,
2. You to choose to manually book appointments that suit your circumstances.

There is absolutely no expectation that you make appointments with all of your child's teachers. Please prioritise option choices or those subjects where you have queries or concerns. If we have any concerns about your child's progress, we would be in contact immediately and not wait for a Parents' Evening.

Please also be aware that many teachers teach more than one group and have more than 24 families to see. This would be the normal proceedings in a face-to-face parents evening. There is a waiting list option you can choose to be added to if you particularly want to see a member of staff. If choosing option 1 above, the system should work, if everyone is able to prioritise the subjects and teachers where feedback and discussion is considered more essential by parents and by working together, we would hope to minimise the need to have many waiting lists.

If your daughter is currently receiving learning support, it will also be possible to book an appointment with the teacher via school cloud. Should this not appear for any reason, please contact the teacher directly.

Tutors will not be available other than for subject information during the evening but can be contacted subsequently if you have any pastoral concerns.

What do you need to do in advance of the evening?

Please visit <https://ladiescollegegsy.schoolcloud.co.uk> to book your appointments. Please see the guide at the end of this letter. If you have any issues with logging in or need support please contact ithelp@ladiescollege.ac.gg

This link will explain how to participate in the virtual Parents' Evening [click here](#).

Appointments can be made from Thursday 24th February.

You will need to login with your daughter's name and date of birth.

Only one parent is able to make the appointments for the Parents' Evening. However, you are able to allow another parent or guardian to join the appointment via an email link as per the link above.

This will be the first time that we have used this platform and trialling something for the first time live may not be without challenges for everyone. We are grateful to colleagues for their support and, once again, some last-minute training to ensure that they are able to try to replicate a very well-established structure in College to speak to you and for the benefit of the students. Thank you too, as we are asking you to engage in advance to make appointments, as well as find your way through the ether to colleagues who are committed to ensuring your child is the best that they can be, with their well-being at the core.

We would be keen to have your feedback after the evening and we will send you a short questionnaire to get your feedback about the evening and to inform any adaptations should we need to replicate this provision in the future.

Thank you for your support and understanding with this initiative and we hope that you find the evening of value, even though we cannot meet face to face.

Kind regards,



Dr V Mitchell
Deputy Principal (Pastoral)

Parents' Guide for Booking Appointments

Browse to <https://ladiescollegeqsy.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: 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.

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).

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.



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*.