



Dear Parent or Guardian and Lower Four students,

We are pleased to invite you to Lower Four Virtual Parents' Evening. This will take place **24<sup>th</sup> March 4:30 – 7:30pm**. These meetings will take place via the platform 'School Cloud'.

We have made the decision to maintain our 'virtual' evening in order to gain feedback from parents on this alternative format. As with the previous two evenings, colleagues will spread their usual two hours over a three-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 or,
2. You can 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 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.

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](mailto:ithelp@ladiescollege.ac.gg)

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

Appointments can be made from Friday 19<sup>th</sup> March.

**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.

We have only used this platform twice before and whilst we have made adjustments following the first virtual Parents' Evening, we are still in the early stages of trialling something live which may not be without challenges for everyone. Thank you to you in advance for your understanding and patience, 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 feedback questionnaire about the evening 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.

Yours sincerely,

Dr V Mitchell  
**Deputy Head (Pastoral)**

## **Parents' Guide for Booking Appointments**

**Browse to** <https://ladiescollegegsy.schoolcloud.co.uk/>

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Principal  
Mrs A Clancy BA (Combined Hons)  
Email: [principal@ladiescollege.ac.gg](mailto:principal@ladiescollege.ac.gg)

Registrar  
Miss R McClean  
Email: [registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

Vice Principal, Bursar & Clerk to the Governors  
Miss E Bridge MA Oxon, ACA  
Email: [bursar@ladiescollege.ac.gg](mailto:bursar@ladiescollege.ac.gg)

### 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.

	Teacher	Student	Subject	Room
17:16	Mr J Wheeler	Ben	English	E5
17:25	Mrs B Mumford	Ben	Mathematics	M2
17:45	Dr P Minnamore	Andrew	French	L4

Buttons: '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).

### 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*.