



7th February 2022

Dear Parent or Guardian and students,

We are pleased to invite you to Upper Four (Year 9) Virtual Parents' Evening. This will take place from 4.30pm to 7.30pm on 16th February 2022. These meetings will take place via the platform 'School Cloud'. Following feedback from successful trials last year, we have decided that our Upper Four, Lower Five and Upper Five Parents evenings will be held online this year. This is partly in response to the current Covid situation and to provide a more relaxed and convenient environment that supports parents and students. 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 be automatically ended by the software, so conversations will need to be focussed and, if longer conversations are required, should be arranged subsequently.

We have made the decision to give colleagues the opportunity to 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 can speak to those teachers 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.

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.

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.

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. If we have any concerns about your child's progress, we would be in contact immediately and not wait for a Parents' Evening.



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 **xxxxxx (1 week prior to parents evening)**.

You will need to login with your daughter's name and date of birth, and your own contact details. Note that these contact details must be entered exactly as they appear in the Parent Portal App for you to access the system – please check your details first in case of difficulty and feel free to contact using the address above if you still have issues.

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

Thank you for your support and understanding.

Your sincerely,

Tom McGovern

Mr Tom McGovern
Year Co-ordinator (Upper Four)



Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. 'Your Details' includes fields for Title (dropdown), First Name, Surname, Email, and Confirm Email. 'Student's Details' includes fields for First Name, Surname, and Date Of Birth (with month and year dropdowns). A 'Log In' button is at the bottom.

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.

The screenshot shows a 'Parents' Evening' selection screen. It includes a description: '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.' There are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with an 'Open for bookings' link. A link for 'I'm unable to attend' is also present.

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*.

The screenshot shows a 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. 'Automatic' is described as 'Automatically book the best possible times based on your availability'. 'Manual' is described as 'Choose the time you would like to see each teacher'. A 'Next' button is at the bottom.

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*.

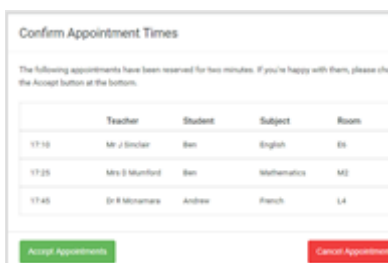
We recommend choosing the automatic booking mode when browsing on a mobile device.

The screenshot shows a 'Choose Teachers' screen. It includes a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Under the heading 'Ben Abbot', there are two teacher options: 'Mr J Brown' and 'Mrs A Wheeler', both with green checkmarks indicating they are selected. A 'Continue to Book Appointments' button is at the bottom.

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*.