



7th March 2022

Dear Parent(s)/Guardian(s) and students,

Lower Five Parents' Evening

We are pleased to invite you to Virtual Parents' Evening. This will take place from **4.30pm to 7.30pm** on **Wednesday 23rd March 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 some 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 **4:30pm 16th March, (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 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.

Thank you for your support and understanding.

Yours sincerely,

Belinda Smith

Mrs B. Smith
Lower Five Co-ordinator



Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date Of Birth (with a date picker). 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 screen titled 'Parents' Evening'. It contains a paragraph of text and a section titled 'Click a date to continue:' with three date options: 'Thursday, 16th March', 'Friday, 17th March', and 'Be unable to attend'. Each date has a link to 'Open for bookings'.

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 screen titled 'Choose Booking Mode'. It has a heading 'Select how you'd like to book your appointments using the option below, and then hit Next.' and two radio button options: 'Automatic' (selected) and 'Manual'. 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 screen titled 'Choose Teachers'. It has a heading 'If there is a teacher you do not wish to see, please untick them before you continue.' and a section for 'Ben Abbot' with two teacher names: 'Mr J Brown' and 'Mrs A Wheeler', each with a checked checkbox. 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.



Teacher	Student	Subject	Room
17:15	Mr J Sinclair	Ben	English E5
17:25	Mrs B Mumford	Ben	Mathematics M2
17:45	Dr R Monaghan	Andrew	French L4

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*.