



17<sup>th</sup> January 2023

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

We are pleased to invite you to two events this term to support you and your daughters in their future progress and options.

### Parents' Evening

The first of these is a parents evening where teachers can discuss your daughters current progress and future targets. This will take place virtually from **4.30pm to 7.30pm on Wednesday 1<sup>st</sup> February**. These meetings will take place via 'School Cloud'. We hope that you are familiar with this system from previous years and for your convenience we encourage you to follow the guidance and links below. One benefit of the online meetings is that the queuing element of the in-situ evening is removed. May we remind you that meetings are 4-minute appointments and will be automatically ended by the software. Conversations will need to be focussed and, if longer conversations are required, they should be arranged subsequently.

Teachers can spread the in-person two hours over a three-hour period. This gives colleagues the opportunity to schedule a break between appointments, especially where they have large numbers of parents to speak with. This also allows you 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 allow for a less 'intense' evening in front of the screen for everyone. Colleagues do have access to a waiting list and can sometimes open additional appointments.

### Parents / Guardians 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 are happy to NOT see, as this will make it more likely for all parents to see the teachers they want to see)**

or

2. You choose to manually book appointments that suit your circumstances.

*Please 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.*

*Please use the waiting list option if you particularly want to see a member of staff.*

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

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

Appointments can be made from **Wednesday 25<sup>th</sup> January**.

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

**Please note:** Only one parent has access to 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.

*If you have any questions regarding the evening, or more general concerns, as always, please do not hesitate to contact your daughter's Head of Year - Mrs. Appelqvist. [sappelqvist@ladiescollege.ac.qg](mailto:sappelqvist@ladiescollege.ac.qg)*

### **(I)GCSE Options Evening – Wednesday 15<sup>th</sup> February from 5.30 p.m.**

Your daughter has already been looking at careers and how to make choices in her PSHCE lessons and I have been in to speak to each of the groups. Teachers are also speaking to students about studying their subject at (I)GCSE within their lessons.

Options Evening is an in-person event for you to meet the teachers, hear a little more about the subjects at (I)GCSE and to ask any questions that you or your daughters may have. It will take place on **Wednesday 15<sup>th</sup> February from 5:30pm. Students should attend and are welcome to stay in their Form rooms at the end of the College day.**

There will be an initial presentation in the Hall and then the opportunity to attend subject question and answer sessions. We would encourage you to prioritise those subjects that you and your daughter are unsure about, rather than those already decided on.

#### **Programme:**

1730 Initial presentation in the Hall

1800 First subject Q&A

1815 Second subject Q&A

1830 Third subject Q&A

1840 – 1900 Visit additional subjects or join members of the Senior Leadership Team in the Core for any advice or discussion (from 1830)

**Information provided in advance for you to review and discuss:**

(I)GCSE Options Booklet – an outline of the different courses and considerations can be viewed on our website [U4-Choices-Booklet-for-Sept-23-Final.pdf \(ladiescollege.com\)](https://ladiescollege.com/U4-Choices-Booklet-for-Sept-23-Final.pdf)

Subject Videos – these are available via a Team your daughter has access to. It is expected that, in most cases, parents / guardians will watch and discuss these with their daughters. We understand this is not always possible and if parents / guardians require separate access they should email [hbarnes@ladiescollege.ac.gg](mailto:hbarnes@ladiescollege.ac.gg) with an email address that matches that held on file by The Ladies' College.

Note that the Q&A sessions will assume the above information has been reviewed. Please do prepare any questions that you want to ask in advance.

If you have any other questions, please feel free to speak to me on the night or contact me subsequently if required.

Yours sincerely,

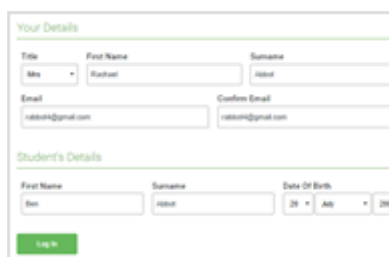
*H Barnes*

Mr H. Barnes  
**Director of Studies**

*Please scroll down for the Parents' Guide*

# Parents' Guide for Booking Appointments

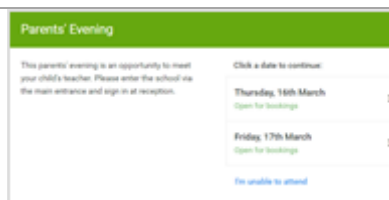
Browse to <https://ladiescollegegsy.schoolcloud.co.uk/>



## Step 1: Login

Fill out the details on the page then click the *Log In* button.

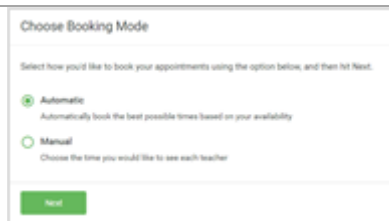
A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

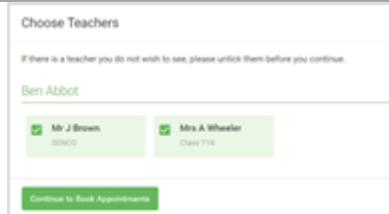
Unable to make all of the dates listed? Click *I'm unable to attend*.



## 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*.

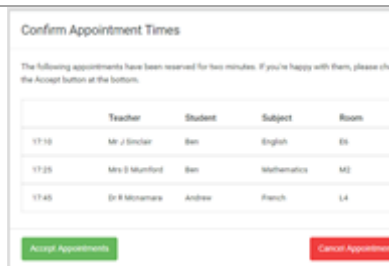
We recommend choosing the automatic booking mode when browsing on a mobile device.



## 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.



Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Mrs B Mumford	Ben	Mathematics	M2
Dr R Minnamore	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.

The screenshot shows a web interface with a green sidebar on the left containing icons for Home, My Bookings, and My Profile. The main content area is titled 'My Bookings' and includes a sub-header 'My Bookings' and a 'Print' button. Below this is a table of appointments. The table has columns for 'Name', 'Subject', 'Subject', 'Subject', and 'Room'. The data rows are as follows:

Name	Subject	Subject	Subject	Room
1000	1000	1000	1000	1000
1000	1000	1000	1000	1000
1000	1000	1000	1000	1000
1000	1000	1000	1000	1000
1000	1000	1000	1000	1000
1000	1000	1000	1000	1000
1000	1000	1000	1000	1000

## 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*.