



14<sup>th</sup> March 2023

Dear Parents, Guardians and Students

We are pleased to invite you to the Lower Five Virtual Parents' Evening. This will take place from 4.30pm to 7.30pm on **Wednesday 22<sup>nd</sup> March 2023**. These meetings will take place via the platform '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.

A virtual Parents Evening is scheduled for an increased time compared to an in-person event and teachers are encouraged to schedule a break during the evening, especially where they have large numbers of parents to speak to. 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 up additional appointments.

**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 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 Thursday 16<sup>th</sup> March.

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

Thank you for your support and understanding.

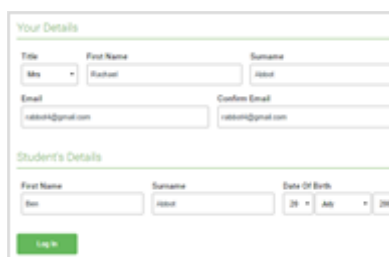
Yours sincerely,

*Tom McGovern*

Mr T. McGovern  
**Lower Five Co-ordinator**

# Parents' Guide for Booking Appointments

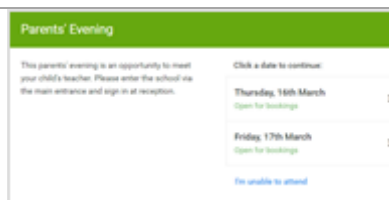
Browse to <https://ladiescollegegsy.schoolcloud.co.uk/>



## Step 1: Login

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

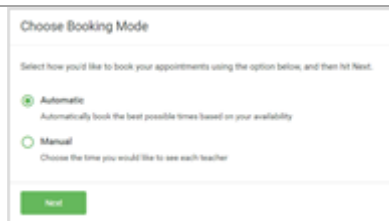
A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

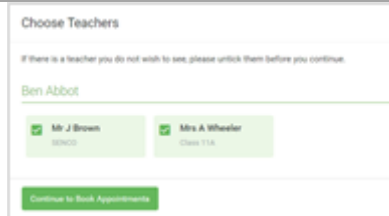
Unable to make all of the dates listed? Click *I'm unable to attend*.



## 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*.

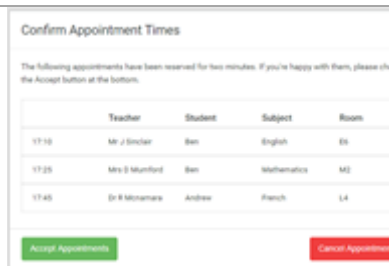
We recommend choosing the automatic booking mode when browsing on a mobile device.



## 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*.