



23rd February 2022

Dear Parent / Guardian

Year 10 Parents Evening – 3rd March 2022

I would like to invite you to attend our Remote Parents' Evening for the parents of pupils in Yr 10 on Thursday 3rd March 2022. The purpose is to enable you to discuss your son's/daughter's progress with their class teachers and their recent progress report. Parents' evenings are managed and administered via our online parents evening system, School Cloud and can be accessed by following the link below.

hillsidehigh.schoolcloud.co.uk

School Cloud is an online appointment manager which allows parents to choose and book their own appointments, subject to availability. The system also provides a video appointment facility. For the foreseeable future and for the safety of all concerned, Hillside High School's parents' evenings will be held online, with staff, parents and pupils meeting via remote video appointment.

Please note the following important information and instruction steps:

- Appointments may be booked between 9.15am on Friday 25th February 2022 and 1.00 pm on Thursday 3rd March.
- Please be aware there will be no access to the website until 9.15am on Friday 25th February 2022 and after 1.00 pm on Thursday 3rd March, only access to view, capture or print your appointments.
- Appointment times are between 4.15pm and 6.45pm
- Guides on 'Making appointments' are included as PDF attachments with this letter. Links to the guides and video guides will also be made available on the school website.
- Appointments are strictly limited to 4 minutes and will cut off as soon as this time limit is reached so please ensure you have any questions for staff ready.
 - Logins should be applied with the following information:
 - The system uses 'priority 1' parent name stored on the school system, therefore, you may need to try either your name or your partner's name.
 - Parent email as stored on school system
 - Student's First Full Name, again as stored on the school system
 - Student's Surname
 - Date of Birth e.g. 26/11/2000

Excellence in the Heart of the Community



If you have any issues with accessing the system then please call the school office on 0151 525 2630.

After the event, please let us know if you have any feedback about the system.

Staff look forward to you joining them online, via video on 3rd March.

Yours sincerely

Mrs Symes
Year 10 Learning Leader

Link to School Cloud



Link to Parental Guides / Videos



Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

Parents' Guide for Booking Appointments

Browse to <https://hillsidehigh.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.

Parents' Evening

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.

Click a date to continue:

Thursday, 16th March
Open for bookings >

Friday, 17th March
Open for bookings >

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher.

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.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Munnford	Ben	Mathematics	M2
17:45 Dr R Monamara	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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊖	✓	⊖
16:40			
16:50	+		+
17:00			+

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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.

Teacher	Student	Subject	Hours
Mr. Jones	John	Maths	1
Ms. Smith	John	English	1
Mr. Brown	John	Science	1
Ms. White	John	History	1
Mr. Black	John	Art	1
Ms. Green	John	Music	1

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*.