



24<sup>th</sup> January 2021

Dear Parent / Guardian

## **Year 7 Parents Evening – 3rd February 2022**

I would like to invite you to attend our Remote Parents' Evening for the parents of pupils in Yr 7 on Thursday 3rd February 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](https://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 28<sup>th</sup> January 2022 and 9.15am on Thursday 3rd February.
- Please be aware there will be no access to the website until 9.15am on Friday 28<sup>th</sup> January 2022 and 9.15am on Thursday 3rd February, 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.

As you can appreciate, the move to parents' evenings to online video appointments is a major change for all concerned. Your patience and forbearance while this new method of operation beds down would be much appreciated. 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 3<sup>rd</sup> February.

Yours sincerely

Miss Roby  
Year 7 Progress 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

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**Student's Details**

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

**Login**

# 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.

**Next**

## 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)

**Continue to Book Appointments**

## 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

**Accept Appointments** **Cancel Appointments**

## 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.

The screenshot shows a web interface for 'My Bookings'. The page title is 'My Bookings' and the date is 'Thursday, 12th April'. Below the title, there is a table with the following columns: Teacher, Student, Subject, and Hours. The table contains several rows of booking data.

Teacher	Student	Subject	Hours
Mr. Jones	John Smith	Maths	1
Ms. Brown	Jane Doe	English	1
Mr. White	Tommy Lee	Science	1
Ms. Green	Sarah King	History	1
Mr. Black	David Hall	Art	1
Ms. Grey	Emily White	Music	1
Mr. Blue	Michael Black	PE	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*.