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Dear Year 10 Parents and Carers,

Year 10 Virtual Parents' Evening: 10th February 2021

We are very excited to be trialling our first ever Virtual Parents' Evening. We have spent the last few weeks exploring ideas on how we can meet with parents and provide an update on their child's education and we think we have found the solution.

We are going to trial the use of Schoolcloud. Schoolcloud is an online platform which supports parents in booking online appointments to calendared virtual school meetings. Schoolcloud allows you to choose your own appointment times with teachers within the appointment booking window and it will organise these appointments into 'best fit' times for you and your availability. You will receive an email confirming your appointments, then all you have to do is log onto Schoolcloud ahead of your first appointment and Schoolcloud does the rest.

We are confident that this is one of the best platforms available and it will be an easy to use system which will allow us to resume our face to face meetings with parents and carers, meetings which we feel are so valuable in discussing student progress.

However, this is a trial, and we will welcome any feedback you have of your experience and will invite you to complete a short survey following the Virtual Parents' Evening to let us know what you think.

The **Year 10 Virtual Parents' Evening on 10th February 2021** is an opportunity for you and your child to meet with your child's teachers and receive an update on their academic progress this year, the progress they have made whilst they learn remotely and their attitude to remote learning for each curriculum area.

The appointment window opens 3rd February 9am and will close on 8th February at 3pm.

All parents and carers wishing to attend must log into Schoolcloud and make their appointments within this window. Should you wish to make any changes after this date please contact the school office. You will be given the opportunity to submit any specific questions you might have for individual teachers when making your appointments. We would encourage parents to use this feature to make these meetings even more effective. Appointment times are limited to 7 minutes per appointment so please help us tailor your appointment to you and what you would like to know.

Please visit <https://farringdonca.schoolcloud.co.uk> to book your appointments. I have included on the reverse of this letter a step-by-step guide on how to log in and add appointments. Logging in should be simple, all you need is the following information:

	Example
Student's First Name:	Alex
Student's Surname:	McGregor
Parent Email Address:	Lynne.M@gmail.com
Date of Birth:	12 January 2009



If you need to update us with your email address, please get in touch with the school office to do this. In addition, if you do not have access to the internet or have any difficulty in making your appointments or attending this event online, please contact the school office who will be happy to support you and discuss your needs.

Yours sincerely

Mrs A.Farley
Deputy Headteacher

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

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

Log In

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 Mumford	Ben	Mathematics	M2
17:45 Dr B Monamara	Andrew	French	L4

Accept Appointments (green) Cancel Appointments (red)

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).

Manual Booking Grid:

- Mr J Brown (SENCO (A2))
- Miss B Patel (Class 10E (H3))
- Mrs A Wheeler (Class 11A (L1))

Ben, Andrew, Ben

Grid showing times 16:30 to 17:00. Green cells with '+' indicate available slots. Blue cell with checkmark indicates a booked appointment.

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.

My Bookings

View 17 Selected Bookings (Showing 100 Appointments)

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mrs D Mumford	Ben	Mathematics	M2
16:30 Mrs D Mumford	Ben	Mathematics	M2
16:30 Mrs D Mumford	Ben	Mathematics	M2
16:30 Mrs D Mumford	Ben	Mathematics	M2
16:30 Mrs D Mumford	Ben	Mathematics	M2

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*.