

November 2024



Dear Parents/Carers

**Year 12 & 13 Parents' Evening – Thursday 28 November 2024**

**Video Call Appointments: 4.15pm - 5.00pm**

**In Person Appointments: 5.15pm – 6.45pm**

Our Year 12 & 13 parents' evening will be held on Thursday 28 November, with appointments available between 4.15pm and 6.45pm. This will be an important opportunity to discuss your child's progress and support them as they plan the next steps in their lives.

Following the survey of parents and carers last year, we have made some changes to our parents' evenings and are offering a choice of remote appointments and in person appointments. You can choose which is the most convenient for you to attend.

Remote appointments will be held between 4.15pm and 5pm. We are using School Cloud to host these. Please follow this link to book your appointments and then to join the video calls on the evening itself: <https://caldew.schoolcloud.co.uk/> Please test your device through the site before the event to ensure that you can join the video calls.

In person appointments will be held between 5.15pm and 6.45pm, in school. Please enter the school by the Performing Arts entrance. Although the appointments are in person, we are using School Cloud for its booking system. Please follow this link to book your appointments: <https://caldew.schoolcloud.co.uk/> It will build in five minutes' movement time between appointments to help the evening run to time.

All appointments must be booked in advance. Bookings open at 9am on Thursday 21 November and close at 12pm on Thursday 28 November. A guide to the School Cloud booking and video call platform is enclosed. If you do not have reliable access to a device for the evening, please contact us to make alternative arrangements by emailing [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk).

If the parents' evening is disrupted by, for example, a problem with School Cloud or a power cut, we will contact parents and carers by text message as soon as we can.

If you would like to speak to a member of the Senior Leadership Team on the evening, please contact [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk) for this to be arranged. Members of the Senior Leadership Team will be on the door of the in person part of the evening.

We would encourage students to be with you for their appointments so that they can hear their teachers' feedback and take part in the discussion. We look forward to discussing your child's progress and next steps with you.

Yours faithfully

*M Gaunt*

Mr Mike Gaunt

Assistant Headteacher: 6<sup>th</sup> Form

HEADTEACHER VJ JACKSON BSc (Hons) | DEPUTY HEADTEACHER PD HAMMOND BSc (Hons) | DEPUTY HEADTEACHER CJ ATKINSON BA (Hons)

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# Parents' Guide for Booking Appointments

**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 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).

Teacher	Student	Subject	Room
Mr J Brown SENCO (A2)	Ben	Mathematics	E6
Miss B Patel Class 10E (H3)	Andrew	Mathematics	M2
Mrs A Wheeler Class 11A (L1)	Ben	French	L4

16:30: Miss B Patel (Class 10E) - Booked (Blue checkmark)

16:40: Miss B Patel (Class 10E) - Unavailable (Grey)

16:50: Mr J Brown (SENCO) - Available (+)

17:00: Mr J Brown (SENCO) - Available (+)

## 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.

**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.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	SENCO	E6
16:40 Mr J Brown	Ben	SENCO	E6
16:50 Mr J Brown	Ben	SENCO	E6
17:00 Mr J Brown	Ben	SENCO	E6
17:10 Mrs D Mumford	Ben	Mathematics	M2
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

[Print](#) [Subscribe to Calendar](#)

## 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.

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