

September 2021

Dear Parents/Carers

Years 10, 11, 12 and 13 Tutor Evening
Thursday 7 October 2021 4.30pm – 7.00pm

We are delighted to welcome all of our students back to school this September and are looking forward to talking to you at our annual Tutor Evening. This is a valuable part of our school calendar, where we can discuss how well students have started the year and how we can support them to achieve their best throughout the year.

We have had to adapt and do many things differently over the last 18 months and held parents' evenings remotely, using School Cloud. Lots of you contacted us to say how positive they were and that you hoped that we would keep them for 2021-2022 - so that is what we are going to do!

Our Tutor Evening will be held by video appointment using School Cloud. 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.

Appointments must be booked in advance in order to schedule the video calls. Bookings open at 9am on Thursday 30 September and close at 12pm on Thursday 7 October. 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.

If the Tutor 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.

Before the tutor evening, you will receive, by post, a copy of your child's academic targets for each subject, along with what the targets mean, and an early evaluation of your child's attitude to learning based on the first weeks of term.

At Caldew, our tutors play an important role in the academic mentoring of all students so is an opportunity to discuss their progress. It will also be an opportunity to discuss how settled students are in school generally and any other areas that concern you. Tutors will also be interested to hear about anything at home which may affect their progress and to know about any activities which your child may be taking part in outside school which we should be celebrating here.

If you would like to speak to your child's Head of Year or a member of the Senior Leadership Team, please contact office@caldew.cumbria.sch.uk for this to be arranged.

The Tutor Evening is an opportunity for us to ensure that we work together so that every student achieves the success of which they are capable. It should help to give each student focus at the start of the year as well as ensuring they are aware of what they are working towards achieving over forthcoming months.

We look forward to working together to ensure your child's success at Caldew School.

Yours faithfully



Ms Vicki Jackson
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://caldew.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 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)

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

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

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

Print

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*.