

23 October 2020

Dear parent/carer

**Year 12 and 13 Online Parent Consultation Evening – Thursday 5 November**

I would like to invite you to attend our Year 12 and 13 Parent Consultation Evening on Thursday 5 November. This is an important evening and provides you with an opportunity to discuss your son/daughters progress and I hope that you will be able to attend.

Due to Covid 19, we are unable to hold this evening physically in school, so we have introduced a new intuitive and easy to use online parents evening platform that utilises video calling to enable to talk with your son/daughters teachers.

The online parents evening will use video calling and more information on the protocols for this can be seen below:

- You can choose whether you want to have your camera on or off (as can the teacher)
- If you choose to have your camera on, be aware of what is behind you in the room
- The parent/carer must be present during the video call at all times. A teacher cannot talk to a student on their own.
- There will be a timer at the top of the screen for the appointment. When the timer reaches zero the call will terminate automatically, so it is important that all appointments start on time.
- Both parents/carers and teaching staff must conduct themselves in a professional manner at all times.

The link below will give you more information on how the Video appointments work:

[Video Appointments - Parents Guide](#)

The parents evening platform allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Please can I ask that you only book one appointment per subject if your son/daughter has more than one teacher. Please be aware that appointments are made on a first come, first serve basis and if you are unable to secure an appointment with the appropriate teacher, please let us know and we will arrange for them to contact you at a different time.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Email: mail@copleston.suffolk.sch.uk. www.copleston.suffolk.sch.uk

Appointments can be made from 4.00pm on Friday 23 October and will close on Thursday 5 November at 12.00 noon. Should you wish to make any changes after this date please contact the Sixth Form Office on 01473 277267.

Please visit <https://Copleston.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) To log in, you need to complete the required information at the log in page as seen below.

The screenshot shows a web form for logging into the Copleston High School Parents Evening System. The page has a red header with the school name. Below the header, there is a title 'Parents Evening System' and a welcome message. The form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title, First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A green 'Log In' button is located at the bottom of the form. At the very bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and the 'schoolcloud' logo.

Copleston High School

### Parents Evening System

Welcome to the Copleston High School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

#### Your Details

Title First Name Surname

Email Confirm Email

#### Student's Details

First Name Surname Date of Birth

Log In

Teacher Login Administrator Login

schoolcloud

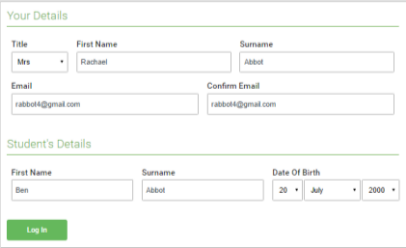
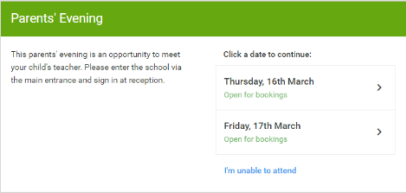
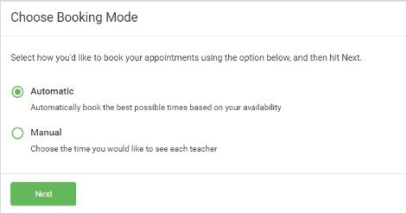
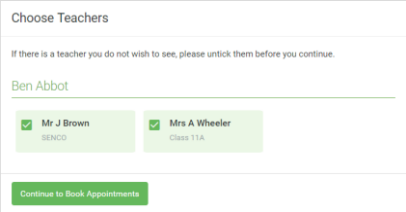
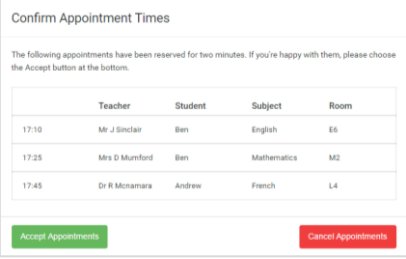
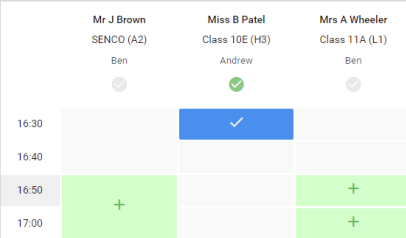
This is the first time that we have run a parents evening in this manner, and we hope that it runs smoothly, but if you have any problems logging in to make appointments, please do not hesitate to contact me.

With my very best wishes

David Leach  
Director of Sixth Form

# Parents' Guide for Booking Appointments

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

	<p><b>Step 1: Login</b></p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>																
	<p><b>Step 2: Select Parents' Evening</b></p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>																
	<p><b>Step 3: Select Booking Mode</b></p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>																
	<p><b>Step 4: Choose Teachers</b></p> <p>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.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>																
 <table border="1" data-bbox="124 1550 510 1662"> <thead> <tr> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>17:10 Mr J Sinclair</td> <td>Ben</td> <td>English</td> <td>E6</td> </tr> <tr> <td>17:25 Mrs D Mumford</td> <td>Ben</td> <td>Mathematics</td> <td>M2</td> </tr> <tr> <td>17:45 Dr R Monamara</td> <td>Andrew</td> <td>French</td> <td>L4</td> </tr> </tbody> </table>	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	<p><b>Step 5a (Automatic): Book Appointments</b></p> <p>If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose <i>Accept</i> at the bottom left.</p> <p>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).</p>
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														
	<p><b>Step 5b (Manual): Book Appointments</b></p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.</p>																

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.

Time	Teacher	Student	Subject	Room
11:00	Mr. [Name]	Ms. [Name]	Math	101
11:15	Mr. [Name]	Ms. [Name]	Math	101
11:30	Mr. [Name]	Ms. [Name]	Math	101
11:45	Mr. [Name]	Ms. [Name]	Math	101
12:00	Mr. [Name]	Ms. [Name]	Math	101

### 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*.