

Dear parent/carer

Year 11 Online Parent Consultation Evening – 25th November 2021 – 4:30pm-7:00pm

I would like to invite you to attend our Year 11 Parent Consultation Evening on Thursday 25th November 2021. 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.

Your child has also been selected to take part in our Raising Achievement programme. This begins with a ten-minute meeting with a senior member of staff, during which we will discuss how to get the best possible outcomes for your child this year. An appointment for this will be sent to you by email. Please let me know as soon as possible if the time is not convenient.

Due to Covid 19, we are unable to hold this evening physically in school, so we will be holding it remotely using bespoke videoconferencing software. The protocols for this are:

- 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
- Parents/carers must be always present during the video call. 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.

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 be aware that appointments are made on a first come, first served basis. 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.

Appointments can be made from 4.00pm on Thursday 18th November and will close on Wednesday 24th November at 4:00pm. Should you wish to make any changes after this time, please contact school reception on 01473 277240

Please visit <https://Copleston.schoolcloud.co.uk/> to book your appointments. (A short guide on how to

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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Registered Office: Copleston High School, Copleston Road, Ipswich, Suffolk, IP4 5HD. Telephone: 01473 277240. (Sat Nav: IP3 8LR)
Email: mail@copleston.suffolk.sch.uk www.copleston.suffolk.sch.uk

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.

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

1 ▼ January ▼ 2010 ▼

Log In

Teacher Login

Administrator Login

schoolcloud

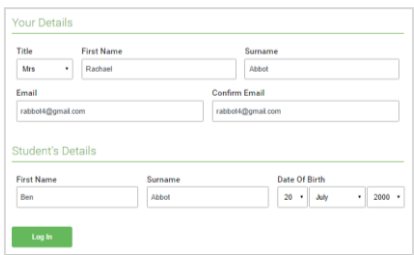
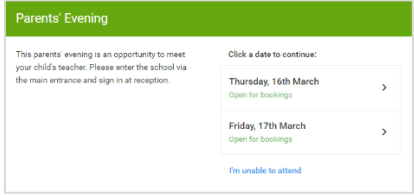
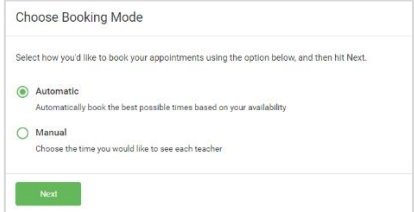
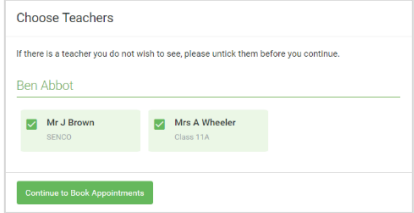
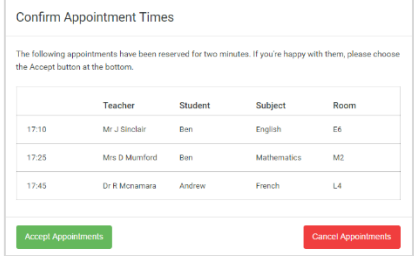
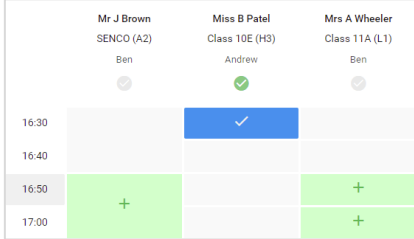
We look forward to seeing you and your child both to celebrate their achievements and to discuss their future progress at this vital time in their education time.

With our best wishes

Mr P Walker
Assistant Principal (Student Guidance)

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</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>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all the dates listed? Click <i>I am unable to attend</i>.</p>
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> if you would like the system to suggest the shortest possible appointment schedule based on the times you are 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>Step 4: Choose Teachers</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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.</p>
	<p>Step 5a (Automatic): Book Appointments</p> <p>If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.</p> <p>If it was not 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>
	<p>Step 5b (Manual): Book Appointments</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>

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.

Once you are 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 with a green sidebar on the left containing icons for Home, My Bookings, and a user profile. The main content area has a green header with 'Year 11 Subject Booking' and '12:00 PM'. Below the header is a table with the following data:

Teacher	Student	Subject	Room
12:00	12:00	12:00	12:00
12:15	12:15	12:15	12:15
12:30	12:30	12:30	12:30
12:45	12:45	12:45	12:45
13:00	13:00	13:00	13:00
13:15	13:15	13:15	13:15
13:30	13:30	13:30	13:30
13:45	13:45	13:45	13:45
14:00	14:00	14:00	14:00
14:15	14:15	14:15	14:15
14:30	14:30	14:30	14:30
14:45	14:45	14:45	14:45
15:00	15:00	15:00	15:00
15:15	15:15	15:15	15:15
15:30	15:30	15:30	15:30
15:45	15:45	15:45	15:45
16:00	16:00	16:00	16:00
16:15	16:15	16:15	16:15
16:30	16:30	16:30	16:30
16:45	16:45	16:45	16:45
17:00	17:00	17:00	17:00
17:15	17:15	17:15	17:15
17:30	17:30	17:30	17:30
17:45	17:45	17:45	17:45
18:00	18:00	18:00	18:00
18:15	18:15	18:15	18:15
18:30	18:30	18:30	18:30
18:45	18:45	18:45	18:45
19:00	19:00	19:00	19:00
19:15	19:15	19:15	19:15
19:30	19:30	19:30	19:30
19:45	19:45	19:45	19:45
20:00	20:00	20:00	20:00
20:15	20:15	20:15	20:15
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20:45	20:45	20:45	20:45
21:00	21:00	21:00	21:00
21:15	21:15	21:15	21:15
21:30	21:30	21:30	21:30
21:45	21:45	21:45	21:45
22:00	22:00	22:00	22:00
22:15	22:15	22:15	22:15
22:30	22:30	22:30	22:30
22:45	22:45	22:45	22:45
23:00	23:00	23:00	23:00
23:15	23:15	23:15	23:15
23:30	23:30	23:30	23:30
23:45	23:45	23:45	23:45
24:00	24:00	24:00	24:00

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*.

