

Dear parent/carers

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.

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 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/>

Your Details

Title

Mrs

First Name

Rachael

Surname

Abbott

Email

rabboth@gmail.com

Confirm Email

rabboth@gmail.com

Student's Details

First Name

Ben

Surname

Abbott

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 the dates listed? Click *I am 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 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 *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 would like to book appointments with. A green tick indicates they are 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 will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

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).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben 	Andrew 	Ben 
16:30			
16:40			
16:50			
17:00			

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 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.



To change your appointments, click on *Amend Bookings*.