

Dear Parents/Carers,

As you know, COVID has scuppered many of our plans for the last few weeks of term. To maximise every moment that we can spend with your child we have decided to bring forward our parents' evening. For some year groups, this will be tomorrow and for some Monday. We appreciate that this is short notice and that some of you will be unable to attend however, the more families we can see on these days, the more time we get with your child when they return before the end of term. If you cannot attend with this short notice, we will be able to offer limited other dates before the end of term. Thank you in advance for your understanding and cooperation as we all work together to do the best for our children.

Friday 9th July 9am – 5pm	1 Manchester	Ms Higgins
	4 Nottingham	Miss Obad
	5 Derby	Mr Khan
	6 Oxford	Miss Burrows
	6 Winchester	Mrs Hirji
	6 Cambridge	Mr Hilpert-Smith
Monday 12th July 9am – 5pm	1 Liverpool	Miss Ali
	2 Leeds	Miss Dawson
	2 York	Miss McAllister
	3 Durham	Miss Liaqat
	3 Newcastle	Mrs Bilton
	4 Sheffield	Miss Hopley
	5 Leicester	Miss Foster

Please visit <https://arktindal.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. All links can also be accessed through the school website, by clicking on the 'Parent Page' at the top.

This system allows you to choose your own appointment times with teachers. When logging in to the system, **the details you enter must match the details you have given the school.** If you do not have access to the internet, please contact the school office or your Year Group Lead who will be happy to add appointments on your behalf.

Due to the current situation, all appointments will take place via video links. To do this:

1. At the time of your appointment, please log back into the system using <https://arktindal.schoolcloud.co.uk/>
2. Click the button that says 'Join Video Appointment'. Please note, appointments are for 10 minutes and after this time, the video will automatically disconnect.
3. Wait for the video to connect to the teacher. If you require a follow-up appointment, please let the teacher know so this can be arranged.

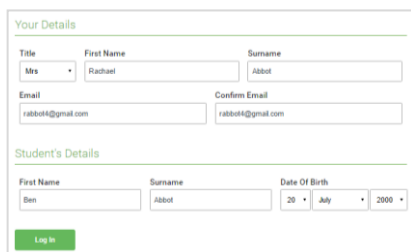
For further support on how this system works, please view the guide on this link: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely,

Mrs Eaton

Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbit4@gmail.com, Confirm Email: rabbit4@gmail.com

Student's Details

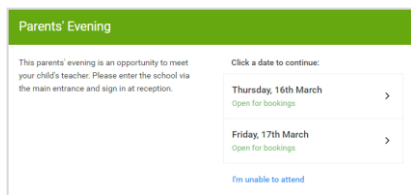
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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

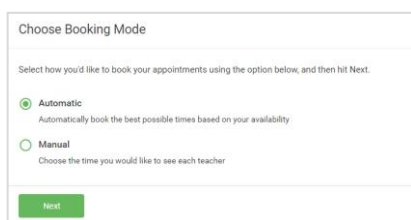
Friday, 17th March
Open for bookings

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

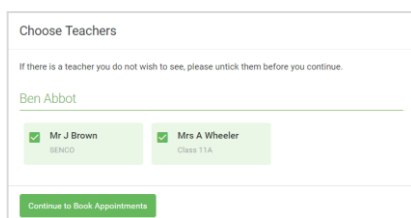
Manual
Choose the time you would like to see each teacher

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 uncheck them before you continue.

Ben Abbot

Mr J Brown (SENCO)

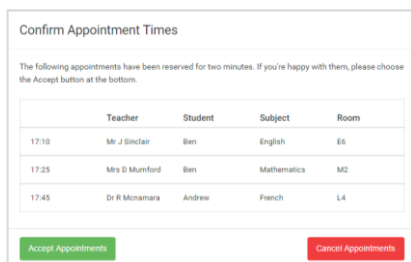
Mrs A Wheeler (Class 11A)

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 Minamara	Andrew	French	L4

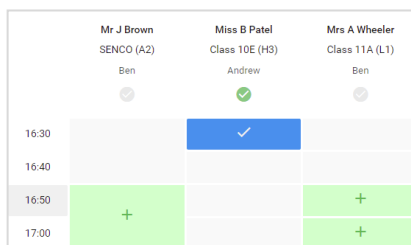
Accept Appointments

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)	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'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

My Bookings

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4

Print

Amend Bookings

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*.