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**Headteacher**

Andrea Jones

**Executive Principal**

Melanie Wicks

13<sup>th</sup> September 2022

Dear Families

**Year 7 Form Tutor Evening – Thursday 22<sup>nd</sup> September 2022**

You are invited to attend a Year 7 Form Tutor evening on **Thursday 22<sup>nd</sup> September 2022**. This is an opportunity for you to have a scheduled five-minute appointment between 4.00pm and 6.30pm with your child's form tutor to ask any questions that you may have, discuss any issues or concerns that may have arisen and talk about how your child has settled into Longdendale. If you have something you need to discuss at any length please don't hesitate to make another appointment for a different day by telephoning the school office. Mr Sean Gregson (Head of Year), Mrs Hazel Atherton (Pastoral Support) and Mrs Jenny Willis (Director of Transition and Induction) will be available in the Entrance Hall on a drop-in basis if you require any additional support.

If your child has Special Educational Needs and is on the Inclusion Register the system will allow you to book a second appointment with the school SENDCo. As the paperwork and files from primary school are still filtering through between school phases, it would be helpful if you could bring to this meeting any relevant historic paperwork that will help us understand more fully the needs of your child. If your child is not on the Inclusion Register, but you would still like to speak to a member of the SEND team, there will be staff available on the night in the Aspire Centre for you to speak to. These are drop-in appointments and do not need to be made in advance.

Schoolcloud is the platform that we use to schedule your preferred appointment time with staff. Appointments can be made from Wednesday 14<sup>th</sup> September at 5pm and will close on Thursday 22<sup>nd</sup> September at 12 midday. Please note appointments are scheduled on a first-come first-served basis. The duration of each appointment is 5 minutes.

Please visit <https://longdendale.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) You can also view a demonstration video of how to login, and how the evening will work here: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. Login with the following information:

- Parent Title
- Forename and Surname (Priority 1 contact – the parent who receives text messages from school)
- Email address (the address to which the email has already been sent to)
- Your child's first name:
- Your child's surname:
- Your child's date of birth

If you require assistance in booking appointments please contact the school office who will be happy to add appointments on your behalf.

Thank you for your continued support. We look forward to meeting you on **September 22<sup>nd</sup> 2022**.

Yours faithfully



**Mrs Jennifer Willis**  
**Director of Transition and Induction**

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

Welcome to the 'Green Muddy Parents' evening 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
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com      Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
In-person & video call  
[Open for bookings](#)

Tuesday, 14th September  
In-person  
[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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

**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 5: Choose Teacher

Select the staff member you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



01:20 Please confirm your appointments within 2 minutes

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 McNamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 6: Book Appointments (Automatic)

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.

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

## Step 7: 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.

September Parents Evening
2 appointments from 16:15 to 16:45
Tuesday, 14th September
In-person

Print
Amend Bookings
Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 15:00 to 15:45
Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45
Monday, 13th September
In-person

## Step 8: 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*.