



Mount Carmel

Roman Catholic High School

A family of faith & learning



05 February 2025

Dear Parent/Carer

Year 8 Online Parents Evening

On **Thursday 27TH February 2025 – 4:00pm – 7:30pm** we will be hosting our Year 8 Parents Evening. Here you will have the opportunity to speak with all of your child's teachers to discuss their current attainment and learn how best you can help them to continue making progress. It is therefore, vitally important that you attend this meeting.

This evening will be hosted online. On the reverse of this letter is an information sheet containing the website link through which you can create an account and book an online video appointment slot and step by step instructions to registering. Additional information can also be found on our school website to support with any technical issues you may face. If you are unable to conduct the meeting remotely, please contact me at school and I will ensure we find an alternative method to update you on your child.

Once you have scheduled appointments with your child's teachers, you will receive a reminder on the day via the email address that you register containing a link that will take you directly to your appointments. Please ensure you sign in on the evening 10 minutes prior to your appointment slot to ensure that the meeting is fully set up and working.

Should you have any questions regarding this event or if you foresee a problem attending and you think we may be able to help, please contact me directly at school.

Yours sincerely

Miss Javaid
Pastoral Leader for Year 8

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and a Confirm Email field. The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (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.

The screenshot shows the 'September Parents Evening' booking page. It includes a green header, a text block explaining the purpose of the evening, and a 'Click a date to continue' section with two options: 'Monday, 13th September' and 'Tuesday, 14th September'. There is also a link for '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*.

The screenshot shows the 'Choose Booking Mode' page. It has two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is 'Choose the time you would like to see each teacher'. A 'Next' button is at the bottom.

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.

The screenshot shows the 'Choose Teachers' page. It lists 'Ben Abbot' as the current teacher. Below, there is a list of available teachers: 'Mr M Smith' (English) with a green checkmark, and 'Add a Teacher' and 'Add Another Child' buttons. A 'Continue to Book Appointments' button is at the bottom.

Step 4: Choose Teachers

Click on *Add a Teacher* to choose which teachers you wish to make a booking for.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

The screenshot shows the 'Confirm Appointment Times' page. It displays a table of provisional appointments with columns for Teacher, Student, Subject, and Room. The table lists three appointments: English (17:10), Mathematics (17:25), and French (17:45). At the bottom, there are 'Accept Appointments' and 'Cancel Appointments' buttons.

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

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.

The screenshot shows a grid for booking appointments. The columns represent teachers: Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), and Mrs A Wheeler (Class 11A (L1)). The rows represent times: 16:30, 16:40, 16:50, and 17:00. A blue cell with a checkmark is at 16:30 for Miss B Patel. Green cells with a plus sign are at 16:50 and 17:00 for Mr J Brown and Mrs A Wheeler. Grey cells indicate unavailable times.

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.

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*.