



01 October 2024

**Year 7 Progress Evening – 16 October 2024**

Dear Parents / Carers,

We are holding a Progress Evening for parents / carers of pupils in Year 7 on Wednesday, 16 October. This will consist of a five-minute appointment with your child's form tutor to enable you to discuss how your child has settled in at St Mary's. Later on in the year you will be invited back into school for a full parents' evening.

We have an easy-to-use online booking system. This system allows you to choose your own appointment time. **Where both parents are resident at the same address, please only book one shared appointment.**

The appointment system will go live at 12:00 noon on Wednesday, 02 October. Please note, appointments will be made on a first come first served basis.

Please see the guide overleaf on how to make appointments.

If you do not have access to the internet or there is an issue logging in, then please contact the school office who will be happy to help or add appointments on your behalf.

On the night, please be considerate of our neighbours, parking is available on the Staff Car Park (access via the bottom gate nearest the shop). We look forward to seeing you.

Kind Regards,

Mr P Thompson  
Headteacher

LET YOUR LIGHT SHINE

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HEADTEACHER MR P THOMPSON

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# Parents' Guide for Booking Appointments

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

Remember to use your school email address for booking appointments. An email confirmation will be sent to the email address you provide. Please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		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, 12th September In-person & video call <a href="#">Open for bookings</a>	>
Tuesday, 14th September In-person <a href="#">Open for bookings</a>	>

[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 Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

## Step 3: Choose Teachers

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

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

## Step 4: 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** Tuesday, 14th September  
2 appointments from 16:15 to 16:45 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 Monday, 13th September  
2 appointments from 16:00 to 16:45 Video call

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

## Step 5: 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*.