



**Yardleys
School**

WORKING TOGETHER FOR A BETTER FUTURE

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April 12th 2024

Dear

Yr8 Progress Evening (Thursday 25th April 2024) - Online Appointment Booking

I would like to invite you and your child to attend a remote session with your child's class teachers.

We are using the same system we used in the Autumn Term for the Attitude to Learning Day, which allows you to choose your own appointment times and receive an email confirming your appointments.

Appointments for the Yr8 Progress Evening can be made from now and I urge you to make your appointments as soon as possible – the longer you leave it, the less likely it will be that you have a smooth sequence of meetings between the individual teachers, since their appointment times are limited and you may have to wait between appointments, or indeed, there may be no appointment slots remaining for a particular teacher.

The remote evening will run between 4:30pm and 7:30pm on Thursday 25th April 2024 and available appointment slots are in 5 minute increments – each appointment will run for 4 minutes, with a 1 minute gap to the next appointment slot.

Please visit <https://yardleys.schoolcloud.co.uk> to book your appointment(s). A short guide on how to add appointments is included with this letter.

You will need the following information to login to the system –

Your 'Parent Login Code': 47102811

- Your child's date of birth: 23/03/2011
- Your email address (Optional): *If provided, you will receive email updates*

Please note that you will need to have access to the internet (via a computer, phone or tablet device) to both book your appointment(s) and participate in the remote video session. Please contact the school office if this is an issue.

Yours sincerely,

Mr Pohl
Senior Deputy Head

Parents' Guide for Booking Appointments

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

Yardleys School
SchoolCloud
Welcome to the Yardleys School booking system. Bookings can be arranged via a link from the email confirmation. Please ensure your email address is correct.

Parent Login Code: [text input]
Student Date of Birth: [dropdown]
Email: [text input]
Confirm Email: [text input]

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.

Enter your 'Parent Login Code' shared by the school via letter.

Please note – an email address is optional, but will provide you with an emailed confirmation of your appointment.

Step 2: Select Thursday, 25th April

Click on the date you wish to book.

Unable to attend the remote session? Click *I'm unable to attend*.

(please note that attendance is expected and that this will result in a follow-up call from the school)

Year 8 Progress Evening (REMOTE)

This is a remote session with your child's teachers and will provide an opportunity to discuss how your child is getting on with their studies. Your child should also attend the remote session with you.

Click a date to continue
Thursday, 25th April
Open for bookings

Choose Booking Method

Date & Type of Booking
Thursday, 8th February

Select how you'd like to book your appointments, then click Next.

- Automatic
Automatically book the best possible times based on your availability
- Manual
Choose the time you would like to see each teacher

Step 3: Select Booking Mode

We recommend that you choose Automatic, since you will be making appointments with lots of teachers and the system will work out the most appropriate times for you within a given range.

Click Next.

Step 4: Availability & Teachers

Select your availability. Please note that it may not be possible to fit all appointments in, if your availability is limited. The earlier you book, the better! Ideally, you should see all of your child's teachers, but you have the option to select who you want to see here.

Click *Generate Appointments*

Select the teachers you wish to see, then click below to continue.

Choose earliest and latest times

1:00 pm 3:15 pm 5:00 pm 6:45 pm 7:30 pm

Your availability: 5:00 pm - 6:30 pm

Choose teachers

<input checked="" type="checkbox"/> Miss S AHMED Polynesian Education	<input checked="" type="checkbox"/> Mr J ARSHAD English	<input checked="" type="checkbox"/> Mr H BEGUM Science
<input checked="" type="checkbox"/> Mrs D CUNNINGHAM Science	<input checked="" type="checkbox"/> Mr H DAVIES Art	<input checked="" type="checkbox"/> Mr A HERBERT Design Technology
<input checked="" type="checkbox"/> Mr M JOHNSON Science	<input checked="" type="checkbox"/> Mr S KHAN Computing	<input checked="" type="checkbox"/> Ms M MCGONIGLE Geography
<input checked="" type="checkbox"/> Mr M DOONAN Maths	<input checked="" type="checkbox"/> Mr J PORTER History	<input checked="" type="checkbox"/> Miss N WERTZ Music

Step 5: Confirm Appointment Times

The most suitable appointment schedule available will be suggested based on your availability. You will have a short time (2 minutes) in which to accept these or reject them. Remember, there may be many parents using the system at the same time and appointment slots will be filled. The earlier you secure your appointments, the better! You will be able to change appointment times by logging in again if you need to.

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

Teacher	Student	Subject	Location
5:00 pm Mr J ARSHAD	[blacked out]	Chemistry	Video Call
5:00 pm Mr H BEGUM	[blacked out]	Science	Video Call
5:15 pm Mr M JOHNSON	[blacked out]	PE	Video Call
5:15 pm Mr S KHAN	[blacked out]	English	Video Call
5:30 pm Mr M DOONAN	[blacked out]	Maths	Video Call
5:30 pm Mr M JOHNSON	[blacked out]	Physics	Video Call
5:30 pm Mr M DOONAN	[blacked out]	Geography	Video Call
5:30 pm Mr M DOONAN	[blacked out]	Art	Video Call
5:45 pm Mr M DOONAN	[blacked out]	History	Video Call

Please be ready for the start of the appointments

You will need to log in again to access your remote appointments. Please ensure that you login shortly before your first appointment. The appointments are timed and you will only be able to access an appointment during the 4 minute confirmed slot. Appointments will automatically finish at the end of the 4 minute slot.

Please contact the school if you are experience any technical difficulties with booking appointments. Thank you