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/

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.
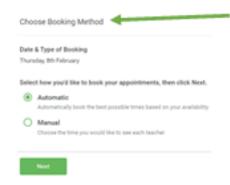
Step 2: Select Thursday, 25th April

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)
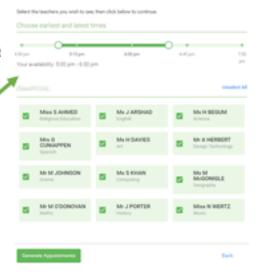
Step 3: Select Booking Mode

We recommend that you choose Automatic, since you will be making appointments with lots of teachers and the sytem 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*

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.

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