



8th June 2023

Year 7 Parents' Evening
Thursday 29th June 4.30pm – 7.00 pm

Dear Parent/ Carer

I would like to invite you to attend the Year 8 Parents' Evening which will be an excellent opportunity to discuss progress and attainment of your child. We are hosting the evening in school but appointments will be made electronically using the link below;

<https://stclementshigh.schoolcloud.co.uk/>

Below you will find guidance on how to register for the evening as well as details of how you make appointments with the relevant subject staff. Appointment slots will be opened at 09.00 on Monday 12th June . Please register and book appointments by **Wednesday 28th June 2023**. If you experience any difficulties with this process please inform us as soon as possible so that we can support you in accessing the evening in advance.

Progress reports will be available online via the SIMS Parent APP before the event. If you have any difficulty accessing the parent APP please email data@stclementshigh.org.uk for support in resolving this.

I hope you are able to attend, it is an excellent opportunity to discuss the progress students have made so far this academic year directly with their subject teachers/

Yours sincerely

Mrs E Towle
Assistant Headteacher – KS3

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.

Parents' Evening

This page displays your available dates to meet your child's teacher. Please select the date and time you wish to attend.

Click a date to continue

Thursday 16th March

16:30 - 17:00

Friday 17th March

16:30 - 17:00

No spaces available

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 (choosing the option below will then take you to the next step)

☒ Automatic

Automatic will allow the system to suggest the shortest possible

appointment schedule based on the times you're available to attend.

☐ Manual

Manual will allow you to select the times you wish to attend

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

Select a teacher you'd like to book appointments with (the teacher(s) you selected will be shown in the table below)

☒ Mr J Brown

☒ Mrs A Wheeler

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

Confirm Appointment Times

The following appointments have been suggested for you to make. If you're happy with the suggested times, click *Accept* at the bottom left of the table.

Time	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	English	1A
16:30	Mr J Brown	Ben	Mathematics	1B
17:00	Mr J Brown	Ben	English	1A

[Accept Appointments](#)

[Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

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 (Step 5b).

Time	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	English	1A
16:30	Mr J Brown	Ben	Mathematics	1B
17:00	Mr J Brown	Ben	English	1A

Step 5b (Manual): 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.

Time	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	English	1A
16:30	Mr J Brown	Ben	Mathematics	1B
17:00	Mr J Brown	Ben	English	1A

Step 6: 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*.