



Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

12 October 2022

Dear Parent/Carer

Year 11 Parents Evening (via video link) - Tuesday 8th November 2022 (5.00 pm – 7.00 pm)

I would like to invite you to attend our Year 11 Virtual Parents' Evening on **Tuesday 8th November 2022 (5.00 pm – 7.00 pm)**. This is an important evening and provides you with an opportunity to discuss your child's academic progress at Sir Graham Balfour School.

All appointments will be carried out via video call and can be booked via the easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Tuesday 18th October at 6.00 pm and will close on Monday 7th November 2022 at 6.00 pm. Should you wish to make any changes after this date please contact lgannon@sirgrahambalfour.staffs.sch.uk

Please visit [SchoolCloud - Sir Graham Balfour School](#) to log on and book your appointments. A short guide on how to add appointments is included with this letter and you can also access the following short video which explains both the booking system and accessing the video call: [SchoolCloud Parents Evening - Parent Login on Vimeo](#)

PLEASE NOTE:

- For separate Science, please make an appointment with your child's Biology, Chemistry and Physics teachers.
- All students studying combined Science will need to make only one appointment (listed as Tri Sci) where all three subjects will be discussed.
- Please ensure you only book one appointment/teacher per subject.
- Both English Language and English Literature will be discussed as one appointment (listed under English Language)

If you do not have access to the internet, please contact the school office in order to make alternative arrangements for your appointments.

Yours faithfully

Mrs S Metcalfe
Deputy Headteacher

Parents' Guide for Booking Appointments

Browse to <https://sgbs.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 (a dropdown menu with 'Mrs' selected), First Name (containing 'Rachael'), and Surname (containing 'Abbot'). Below these are fields for Email and Confirm Email, both containing 'rabbot4@gmail.com'. The 'Student's Details' section has fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year).

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 a green header for 'September Parents Evening'. Below the header, there is a note: '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.' To the right, there is a 'Click a date to continue' section with two options: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). Each option has a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is 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 a 'Choose Booking Mode' screen. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green '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 a 'Choose Teachers' screen. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this is a 'Choose earliest and latest times' section with a horizontal time slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. The current selection is from 14:00 to 17:00, with the text 'Your availability: 14:00 - 17:00' below the slider.

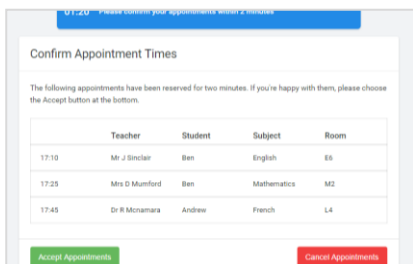
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a 'Choose Teachers' screen. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two checkboxes, both of which are checked: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). A green 'Continue to Book Appointments' button is at the bottom.

Step 5: Choose Teachers

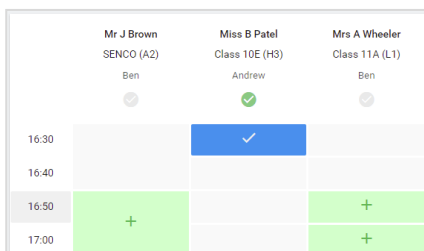
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.

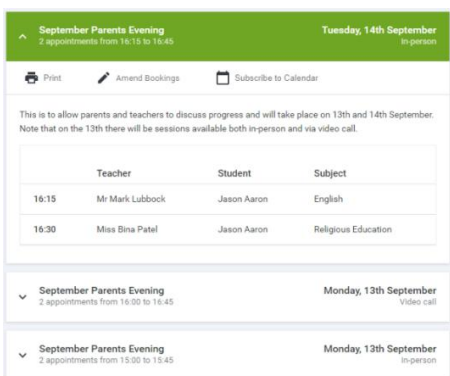


Step 7: Book Appointments

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.



Step 8: 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*.