ARNOLD HILL
SPENCER ACADEMY

📍 Gedling Road, Arnold, Nottingham, NG5 6NZ
📞 0115 955 4804
✉ info@arnoldhillspencer.com
🌐 arnoldhillspencer.com
🐦 @Arnold_Hill

"Be Inspired & Achieve Together"

19th April 2022

Dear Parent/Carer

Re: Year 8 Parents' Evening, Thursday 28th April 2022

I would like to invite you to attend the Year 8 Parents' Evening on **Thursday 28th April 2022** between **4:00pm and 7:00pm.** This is an important evening and we hope that you can attend.

After very positive feedback from parents, we have decided to stay with an online delivery method and use school cloud to deliver the evening. The system allows you to choose your own appointment times with teachers and hold the meetings virtually. As with previous progress evenings, each appointment will last a maximum of 5 minutes and will enable you to discuss the recent progress review.

Please only book appointments with teachers whom you have a discussion with and that teach your child.

It is suggested that you may wish to leave a 5-minute gap between appointments, or between every couple of appointments, to allow you and your child to have a chance to discuss the points raised. This will allow you and the teacher to move on to the next appointment on time. The teacher does not have control of this and is unable to extend any conversations.

Appointments can be made from **Tuesday 19th April and will close at 3:00pm on Tuesday 26th April 2022.** Please visit https://ArnoldHillAcademy.schoolcloud.co.uk/ to book appointments. I have included a short guide on how to book appointments with this letter. Furthermore, a video and step-by-step instructions can be found here:

Booking appointments:
https://drive.google.com/drive/folders/1Zh0Ze1s0sdUHsqkoozMec7DkwBwJXGC5?usp=sharing

Attending appointments:
https://drive.google.com/drive/folders/168JyK8T4gmnKhFFf0CaXbTuFauEqpKdi?usp=sharing

Lastly, a polite reminder that, as with all communication between school and parents, there should be a professional code of conduct adhered to and none of these virtual appointments should be recorded or photos taken. The evening is to discuss student progress in subjects.

Should you need any further assistance in regards to devices or Wi-Fi, please contact tara.box@arnoldhillacademy.co.uk

Should you need support to log on – please email login.synergy@arnoldhillspencer.com
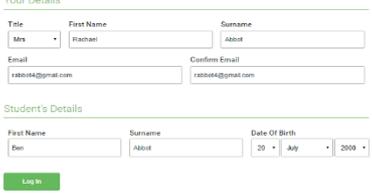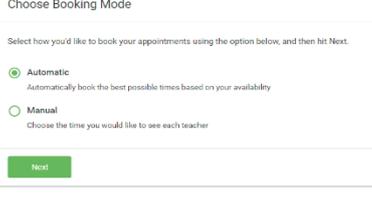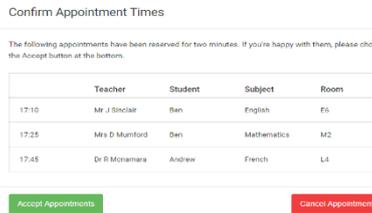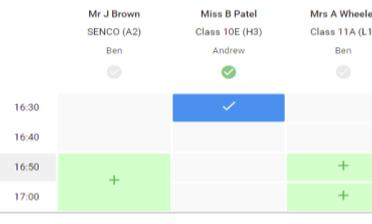
Yours faithfully

Ms V Allen
Head of Year 8
Victoria.allen@arnoldhillacademy.co.uk

Parents' Guide for Booking Appointments

https://ArnoldHillAcademy.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.
	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*.
	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. Alternatively, to select 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.
	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 time 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.
	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).
	Step 5b (Manual): Book Appointments Click any of the green cells to make an appointment. Blue cells signify when 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 alternative time. 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 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*.