

CHILDWALL
SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

29 September 2021

Childwall Sports and Science Academy

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www.childwallssa.org



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

Dear Parent/Carer,

Y11 Online Performance Review Evening - Appointment Booking for Video Calls

I would like to invite you to attend our Online School Cloud Parents' Evening, **4pm - 6.30pm on Thursday 7th October 2021**. This is an extremely important evening and provides you with an opportunity to discuss your son/daughter's progress, targets for the future and attitude to learning in this vital academic year.

Last year we introduced this new and easy-to-use 'School Cloud' platform, an online video call and 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 pre-booked as of 9am on Thursday 30th September and the booking system will close on Thursday 7th October at 3.30pm. Then you will just need to log on to our dedicated dashboard from 4pm on Thursday 7th October where you will be able to speak, via video call, to your child's teachers about their current attainment.

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

Login with the following information: **Student's First Name, Surname and Date of Birth**

If you have any issues with logging on please contact ICT.SUPPORTTeam@childwallssa.org

Yours sincerely,

Mr D. Rietdyk
Head of Key Stage 4

Parents' Guide for Booking Appointments

Go to <https://childwall.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. 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.

Step 4: Select Availability

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

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

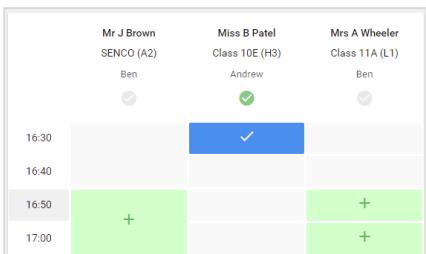
Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Mcnamara	Andrew	French	L4

Accept Appointments **Cancel Appointments**

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.

September Parents Evening
2 appointments from 16:15 to 16:45

Tuesday, 14th September
In-person

Print **Amend Bookings** **Subscribe to Calendar**

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.

Teacher	Student	Subject
Mr Mark Lubbock	Jason Aaron	English
Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:45

September Parents Evening
2 appointments from 15:00 to 15:45

Monday, 13th September
Video call

Monday, 13th September
In-person

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*.

For assistance making your video calls use the following link;

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-ca>