



RESPECT  
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## Cardinal Heenan Catholic High School

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Ms K. Smyth Headteacher

JR/KS

27<sup>th</sup> January 2021

Dear Parents

Further to my letter of 22<sup>nd</sup> January, I write to give you the latest information on the forthcoming **GCSE 2021** programme. Despite the frustrating uncertainty, which still surrounds this year's arrangements, there are things that Year 11 students can do to secure the best possible grades.

Please encourage your son to remain focussed. More so now than ever, he is in charge of his future. The school will do all it can to supplement his learning but he must also develop and hone the skills required for individual learning. Online work, research, a disciplined and organised approach to his tasks, and most importantly maintaining communication with his teachers and having full attendance for his online lessons so that he can readily avail himself of assistance and encouragement. Remember, 'none of us is as smart as all of us' (K Blanchard). As soon as the government allow schools to re-open, we will be at the vanguard in welcoming your son back.

In order to maintain good communication between the school and you as our parents and carers, we will be moving to a remote virtual video call system in order to conduct our forthcoming parents' evening on Tuesday, 9<sup>th</sup> February 2021. We will be using a system called 'School Cloud', which is an education based software for holding such events. We are aware that this system has worked well in other educational settings, so we are hopeful it will provide a suitable alternative to meeting in person.

At the appropriate time, you will need to log on to book your teacher appointments via the site <https://cardinalheenan12.schoolcloud.co.uk/>. To login, you simply input some basic details about yourself and your child, including Student's First name, Surname, Form class, Date of Birth, Login Code. This needs to be the same information as we hold for you in school. You can also watch the video in the following link to support you <https://vimeo.com/473882995>.

The booking system for this event will available from 27<sup>th</sup> January and will be open until 1:00pm Tuesday, 9<sup>th</sup> February 2021. We advise that you visit the website before the appointments open to ensure you are familiar with the system, and that your information matches that which we hold in school. Having logged onto the system, you will have the facility to select appointments for each of the subjects your child studies. It is important to set your availability in terms of time so as to be able to book appointments with all the teachers you wish to meet. Appointments will last 5 minutes. Please note that as this is an automated system, your 5 minute session will automatically end when the 5 minute time slot has elapsed. You can use a phone/tablet/computer to 'attend' the parents' evening, as long as it has at least a microphone and a camera, if you wish to share that too.

Once a teacher's appointment slots are filled for the evening, they will not be able to accommodate any extra appointments; therefore, it is important that you log on at the earliest possibility in order to ensure that you get the slot you want. These appointments are the perfect opportunity for discussing your son's progress. **Although the government have said that, the grades, which will be generated, are teacher grades, students need to be mindful that the final grades given in the summer will be the result of the work being marked, standardised and moderated**



**by other schools. This is a centre process, which we followed last year, and we will be doing the same again this year. Thus at the parents' evening, teachers will not be able to give final forecast grades.**

In the meantime, as parents you can prompt your son to plan for the future. There will be new dawn and so he should be enquiring about apprenticeships, further education, especially in applying for our sixth form. The Unifrog destinations platform is an excellent place to start.

We are in a time of change, but it is just a moment in time. Don't allow your son to give up or become despondent. Tell him that he must think like a proton. Always positive. As Barack Obama said, "The future rewards those who press on. I don't have time to feel sorry for myself. I don't have time to complain. I'm going to press on".

I send my best wishes and pray that you will stay safe and well.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Smyth'. The signature is written in a cursive style with a large initial 'K' and a long, sweeping tail.

Ms K Smyth  
**Headteacher**

# Parents' Guide for Booking Appointments

Browse to <https://cardinalheenan12.schoolcloud.co.uk/>

The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is located at the bottom left of the form.

## 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 screen titled 'Parents' Evening'. It contains a green header bar with the title. Below the header, there is a paragraph of text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, there is a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings'. At the bottom, there is a link that says '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 screen titled 'Choose Booking Mode'. It contains a paragraph of text: '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 located at the bottom left of the form.

## 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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

[Add a Teacher](#)

[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.

You may book other teachers not listed on the screen by clicking *Add a Teacher*.

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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Munnford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

[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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	+	✓	+
16:40			
16:50	+		+
17:00	+		+

## 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.

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.

Year 11 Select Events

Thursday, 12th April

My Bookings

My appointments for this page are 15 minutes long and are reserved for the next 15 minutes. If you wish to cancel or amend your booking, please click on the 'Amend Bookings' button at the top of the page.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
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Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6

## 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*.