RESPECT
BELIEVE
ACHIEVE

KS/LL

5 February 2021

Dear Parent/Guardian

School Review Day

We are going to hold a whole school virtual review day on **Friday, 12 February 2021, from 8.45am until 12.15pm.**

On this day, you will be able to meet with your son's form tutor. The purpose of the meeting is to discuss your son's engagement in the online learning and to check in with you regarding any concerns that you may have.

You will need to log on to book your teacher appointments via the site https://cardinalheenanl12.schoolcloud.co.uk/ . To login, you simply input some basic details about yourself and your son, including his first name, surname, form class, date of birth and 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 https://vimeo.com/473882995.

Both you and your son should attend at the appointment time. May I also remind you that this is the start of the half term and pupils finish on this day and return on **Monday, 22 February 2021** at the usual time.

We look forward to meeting with you on this day.

Kind regards

Ms K Smyth
Headteacher

Parents' Guide for Booking Appointments

Browse to https://cardinalheenanl12.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: 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*.

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 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.

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*.