



RESPECT
BELIEVE
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Cardinal Heenan Catholic High School

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Ms K. Smyth Headteacher

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://cardinalheenan12.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://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 (rabboh@gmail.com), and Confirm Email (rabboh@gmail.com). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July). 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, a paragraph of text explaining the purpose of the evening, and a section titled 'Click a date to continue:'. This section lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', each with a link to 'Open for bookings'. At the bottom, there is a blue 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 asking the user to select how they want to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as '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 the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	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)

Miss B Patel
Class 10E (H3)

Mrs A Wheeler
Class 11A (H1)

Ben

Andrew

Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
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 10 Select Entry

Thursday 12th April

16:30

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4
Mr J Brown	Ben	English	E6
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Ben	French	L4

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*.