



**Seahaven Academy**  
The best in everyone™  
Part of United Learning

2<sup>nd</sup> March 2021

Dear Parent/Carer

**Year 9 Parent Consultation Evening**

I would like to invite you to attend our virtual parental consultation evening on Thursday 11<sup>th</sup> March between 4-7pm. The evening will provide parents/carers with the opportunity to discuss progress towards Year 9 targets, current progress, options and next steps with subject teachers. Mr Storey and Mrs Macey will also be available to discuss specific options questions.

With the ongoing Coronavirus restrictions, we will be hosting the evening through the web package <https://seahavenacademy.schoolcloud.co.uk/> Parents and carers can access the system from 4<sup>th</sup> March at 9am to make appointments. Appointments will be scheduled for 7 minutes this is broken down into a 5-minute appointment and 2-minute changeover time. All appointments will automatically end after the 5-minute time period.

In order to make appointments the following information will be needed:

Your Title, Name and Surname (These must match the details held by the school)

Your email address

Student First Name, Surname and Date of Birth.

All appointments will be held via video call and parents/carers can attend the appointment through any smart phone, tablet, laptop or computer providing it has a microphone

To support parents/carers in registering, setting up appointments and attending on the evening please see the attached user guide. Should you need any further assistance please do not hesitate to contact the school office.

Yours Sincerely

Mr M Newnham Reeve  
Deputy Head Teacher



**Principal Sarah Pringle**

United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538 and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.

Seahaven Academy  
Haven Way  
Newhaven  
BN9 9TD  
t 01273 517601  
f 01273 611182

e [office@seahavenacademy.org.uk](mailto:office@seahavenacademy.org.uk)  
www.[seahavenacademy.org.uk](http://seahavenacademy.org.uk)

# Parents' Guide for Booking Appointments

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



**Your Details**

Title: Mrs First Name: Rachael Surname: Abbot

Email: rachael@seahavenacademy.co.uk Confirm Email: rachael@seahavenacademy.co.uk

**Student's Details**

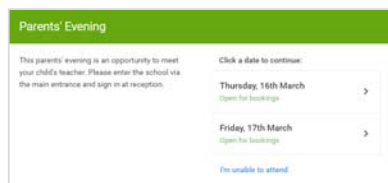
First Name: Ben Surname: Abbot Date Of Birth: 20 July 2008

[Log In](#)

## 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.



**Parents' Evening**

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.

Click a date to continue:

Thursday, 16th March [Open for bookings](#)

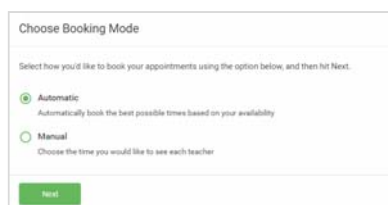
Friday, 17th March [Open for bookings](#)

[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*.



**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**  
Automatically book the best possible times based on your availability

☐ **Manual**  
Choose the time you would like to see each teacher

[Next](#)

## 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

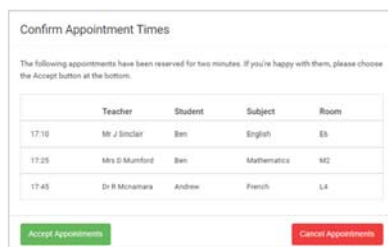
☒ Mrs A Wheeler Class 11A

[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.



**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 Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	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.

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.



**My Bookings**

View your bookings for the current week. Please note that you can only book appointments for the current week. Once the booking period has passed, you will be unable to book.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mrs D Mumford	Ben	Mathematics	M2
16:50 Dr R Minamara	Andrew	French	L4
17:00 Mrs A Wheeler	Ben	Mathematics	M2
17:10 Mr J Sinclair	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*.