2nd 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 11th 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 4th 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

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Parents' Guide for Booking Appointments

Browse to https://seahavenacademy.schoolcloud.co.uk/
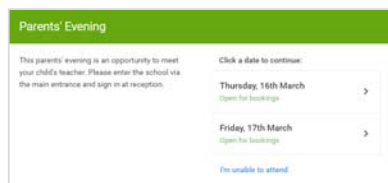
Step 1: Login

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.
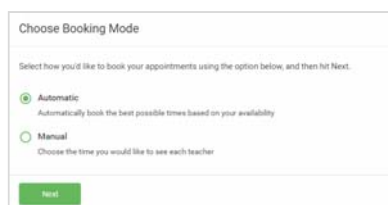
Step 2: Select Parents' Evening

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.

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.

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.

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*.