



# Padgate Academy

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  padgateacademy

Principal: Mrs M Barclay Bsc (Hons) NPQH

Ref: SLE/MTA

Monday, 25 April 2022

Dear Parent / Carer

## Year 10 Parents Evening – In Person Event

We would like to invite you to attend our Year 10 Parents Evening on **Thursday, 5<sup>th</sup> May 2022**.

The event will be held in person at the school and appointments are available to book between 16:00 and 19:00.

The purpose of the evening is to give you the opportunity to meet with your child's subject teachers to discuss how well they are progressing with their GCSE studies and to give you the opportunity to ask any questions.

Appointments for Parents Evening should be made through our online booking system via <https://padgateacademy.schoolcloud.co.uk>.

We have included a parents' guide for booking appointments to help you get started.

If you cannot attend the evening, can you please still login to the system to let us know that you will not be attending.

We cannot stress how much we appreciate your continued engagement and support; we look forward to meeting with you in person on the evening.

This is a great opportunity for you to discuss your child's progress with their subject teachers. If you have any questions or require further details, please do not hesitate to get in touch via [mtaylor@padgateacademy.co.uk](mailto:mtaylor@padgateacademy.co.uk).

Yours faithfully

Mr M Taylor  
Pastoral Leader, Year 10

# Parents' Guide for Booking Appointments

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

WELCOME TO THE WARRINGTON INCLUSION HUB'S PARENTS' EVENING BOOKING SYSTEM. APPOINTMENTS CAN BE ATTENDED VIA A LINK FROM THE EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

## Step 1: Login

- Fill out the details carefully on the page then click the *Log In* button.
- If you have problems logging in, please check the information entered is correct, i.e. date of birth, title etc.
- A confirmation of your appointments will be sent to the email address you provide.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September In-person & video call <a href="#">Open for bookings</a>	>
Tuesday, 14th September In-person <a href="#">Open for bookings</a>	>

[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 that you are 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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

**Choose earliest and latest times**

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

- Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

**Choose Teachers**

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

**Ben Abbot**

<input checked="" type="checkbox"/> Mr J Brown SEN20	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

## Step 5: Choose Teachers

- Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

01:20 Please confirm your appointments within 2 minutes

### 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	F6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 6: Book Appointments (Automatic)

- 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.

	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 7: 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.

September Parents Evening 2 appointments from 16:15 to 16:45 Tuesday, 14th September in person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening 2 appointments from 16:30 to 16:45 Monday, 13th September Video call

September Parents Evening 2 appointments from 15:00 to 15:45 Monday, 13th September in person

## Step 8: 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*.