



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, 5th 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.

Yours faithfully

Mr M Taylor
Pastoral Leader, Year 10



Parents' Guide for Booking Appointments

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

Welcome to the online parent evening booking system. Appointments can be arranged via email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
rabb04@gmail.com	rabb04@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
Open for bookings >

Tuesday, 14th September
In-person
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 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.

Step 4: Select Availability

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

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 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.

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



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	Ron	English	E6
17:25 Mrs S Mumford	Ron	Mathematics	M2
17:45 Dr K McNamee	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 16:00 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*.