



Padgate Academy

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  padgateacademy

Principal: Mrs M Barclay BSc (Hons) NPQH

Wednesday, 31 March 2021

Dear Parents and Carers

Re: Year 10 Parents' Evening - Thursday 22nd April 2021 4pm – 7pm

Our Year 10 Parents Evening for Thursday 22nd April 2021 will go ahead as calendared but will take place online instead of face-to-face. This will provide an opportunity for you to find out how your child has been engaging with online learning and how they have progressed since returning to school.

We will live stream the appointments through the SchoolCloud. Lots of other schools are now using this online platform for their parents' evenings and it has received positive feedback from both teachers and parents.

Appointments will take place between 4pm and 7pm, with each slot lasting 5 minutes.

The video link below will take you through exactly what you need to do to book onto the system - <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you have any problems at all, please contact us by emailing info@padgateacademy.co.uk.

Please follow the instructions on the attached information sheet to book your appointments.

Yours sincerely

Miss N Parkinson
Pastoral Leader, Year 10



Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachel), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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 'Parents' Evening' selection screen. It includes a green header, a description of the event, and a section titled 'Click a date to continue:'. Two dates are listed: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and a link to 'Open for bookings'. A blue link 'I'm unable to attend' is at the bottom.

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 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected with a green radio button) 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 at the bottom.

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.

The screenshot shows a 'Choose Teachers' screen. It includes a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. Two teachers are shown with green checkmarks: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). There is an 'Add a Teacher' link and a green 'Continue to Book Appointments' button at the bottom.

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 choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs G Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	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).

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.

	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	+		+

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

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Mrs G Mumford	Ben	Mathematics	M2
16:50	Mr J Brown	Ben	English	E6
17:00	Mr J Brown	Ben	English	E6
17:10	Dr R McNamara	Andrew	French	L4
17:25	Mrs G Mumford	Ben	Mathematics	M2

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.