



Padgate Academy

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Principal: Mrs M Barclay BSc (Hons) NPQH

Friday, 22 January 2021

Dear parents/carers

Re: Year 8 Parents' Evening - Thursday 28th January 2021 (4pm – 7pm)

It has been very pleasing to see our Year 8's engaging with their online lessons these past few weeks and producing some excellent work and I am sure that you are eager to find out more about their progress.

Our year 8 parents evening for Thursday 28th January will go ahead as planned but will be online instead of face-to-face. We will live stream through the Parents Evening Booking System. Lots of other schools are now using this for their parents' evenings and it has received very favourable 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.

Link for video: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you have any problems at all, please contact Mr Lears (slears@padgateacademy.co.uk). I have also included an information sheet that shows you how to book your appointments.

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 let me know emcardle@padgateacademy.co.uk.

Kind regards,

Miss E McArdle
Pastoral Leader (Year 8)



Parents' Guide for Booking Appointments

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

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

[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

[Add a Teacher](#)

[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. 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 D 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).

	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.

View My Bookings

Thursday, 19th April

This page displays the My Bookings page for you. Please enter the school on the main calendar and follow the steps for the Manual booking mode for creating appointments. Further assistance is available in the user manual for you.

Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO A2
16:10	Mr J Sinclair	Ben	English E6
16:15	Mr J Sinclair	Andrew	English E6
16:20	Mr G Jacobs	Ben	History H4
16:25	Miss F Burton	Andrew	Mathematics M2
16:30	Miss J Patten	Andrew	Science S1

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*.