

**RE: Year 11 Next Steps Meeting – Thursday 19<sup>th</sup> January 2023**

Dear Parent/Carer,

As part of our support in ensuring that year 11 students have made the best choices for the next steps in their education, this term's Academic Review Day will be focussed on Next Steps Meetings. These meetings will either be held with your child's form tutor or a member of the senior leadership team.

**Before the meeting:**

- Your child should have applied for at least 3 post-16 education providers, including Isaac Newton Academy's sixth form. This will ensure that we are able to have meaningful conversations about your child's future during the Next Steps Meeting.
- Please ensure that your child brings a paper or electronic evidence of completed applications.

**What is the purpose of the meeting?**

- To gather information on your child's post 16 destinations and support with any further applications that they may need to complete.
- To support your child to make the best decisions about their future career path.
- To be able to support students to ensure a viable future career path.

**How will the day work?**

- Students will need to attend with a parent/carer and in their full school uniform.
- Appointments will be face to face, in school and need to be booked via schoolcloud, **use Google Chrome** and browse to <https://arkina.schoolcloud.co.uk/> (see how to book below).
- Please arrive to school 5 minutes before your scheduled appointment time to allow you to give you time to find the correct space for your meeting.

**How do I book my appointment?**

Please see previous communication that has come out about Academic Review Day with information about how to book appointments via school cloud and your login codes. There is also a step-by-step guide on the next page in order to support you. Appointments will be made on a first come, first served basis.

**What if I cannot attend any meetings on this day?**

We have given you as much notice as possible to ensure you can arrange a time that works for you. If you cannot attend any of the times offered, please email [year11pastoral1@isaacnewtonacademy.org](mailto:year11pastoral1@isaacnewtonacademy.org) explaining this. We expect all parents to attend their meetings – you are the key to the ongoing success of your child.

Yours sincerely,

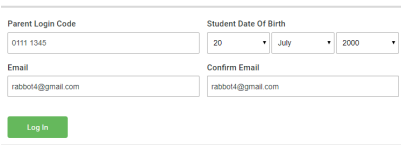


Mr S Athwal  
Associate Assistant Principal

# Parents' Guide for Booking Appointments

## Step 1: Login

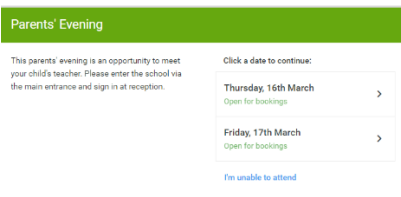
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. Enter your unique login code shared by the school.



Parent Login Code: 0111 1345  
Student Date Of Birth: 20 July 2000  
Email: rabbo04@gmail.com  
Confirm Email: rabbo04@gmail.com  
Log In

## Step 2: Select Parents' Evening

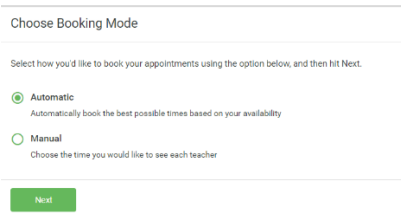
Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



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  
Friday, 17th March  
I'm unable to attend

## Step 3: Select Booking Mode

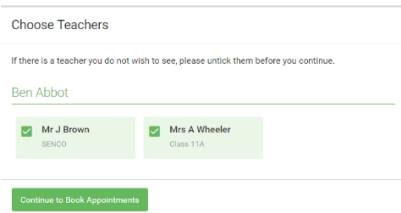
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Booking Mode  
Select how you'd like to book your appointments using the option below, and then hit Next.  
Automatic (selected)  
Manual

## Step 4: Choose Teachers

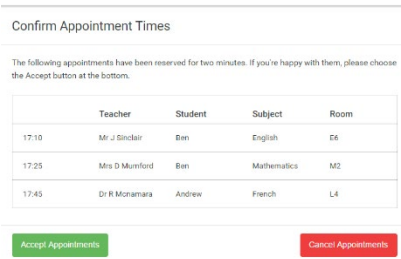
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Choose Teachers  
If there is a teacher you do not wish to see, please untick them before you continue.  
Ben Abbot  
Mr J Brown (selected)  
Mrs A Wheeler (selected)

## Step 5a (Automatic): Book Appointments

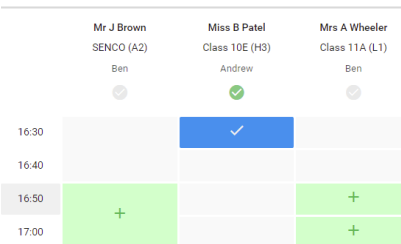
If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left. If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



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.  
Table with 5 columns: Time, Teacher, Student, Subject, Room.  
Buttons: Accept Appointments, Cancel Appointments

## Step 5b (Manual): Book Appointments

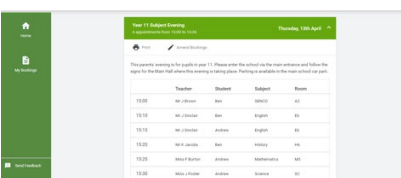
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. You can optionally leave a message 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.



Mr J Brown (A2), Miss B Patel (H3), Mrs A Wheeler (L1)  
Grid showing appointment times (16:30-17:00) for Ben, Andrew, and Ben. Includes a blue checkmark and green plus signs.

## 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*.



My Bookings page showing a table of appointments with columns for Teacher, Student, Subject, and Room.