



Wednesday, 7 September 2022

RE: Year 7-13 Progress Review Meeting – Thursday 15th September 2022

Dear Parent/Carer,

You are warmly invited to attend the in person Progress Review Meeting on **Thursday 15th September 2022 13:00 to 19:00**. This means Year 7 to 13 students will be in school from 08:25 to 12:15. Students will then be required to work from home completing IL set by their teachers whilst face to face meetings happen on the school premises. **Student attendance to these meetings and completion of set work will count towards attendance for the day.**

What is the purpose of the meeting?

- **For Year 7 and 12** This will be an opportunity for you to get an update on your child's first 2 weeks at AINA.
- **For years 8 to 10 and 13**, you will have the opportunity to discuss your child's performance in the end of year exams they took before the summer holidays (you can access reports on MCAS. [Click here](#) for information on how to set this up).
- **All students** will also have the opportunity to set targets for the academic year.

How will the day work?

- Book your meeting using schoolcloud here <https://arkina.schoolcloud.co.uk/> (see how to book below).
- All meetings will happen in tutor rooms at the academy.
- Meetings will last 10 minutes.
- **Student must attend these meetings with their parent/guardian. Students must also be in full uniform (or professional attire if in the sixth form).**
- Outside of your child's meeting, they will complete the work set by their teachers as IL.

How do I book my appointment?

On the next page, there is a step-by-step process to a website called **schoolcloud**. Here, you can book in any available time with your child's tutor. This is on a first come, first served basis. **Please book your appointment by 3:30pm Tuesday 13th September.**

1. Browse to <https://arkina.schoolcloud.co.uk/>
2. Select your child's tutor
3. Your parent login code has been sent to you via text and email

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 info@isaacnewtonacademy.org explaining this. We expect all parents to attend their meetings – you are the key to the ongoing success of your child.

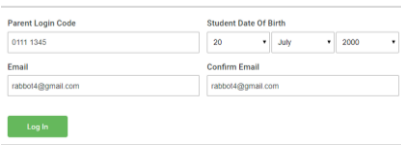
Yours sincerely,

Mr A Ademolake
Vice Principal

Parents' Guide for Booking Appointments

Step 1: Login

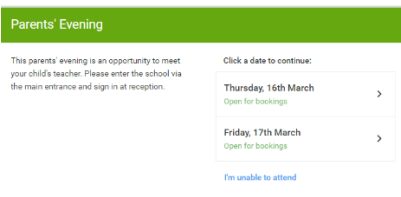
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. Enter your unique login code shared by the school.



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

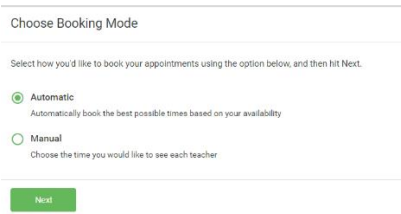
Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



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

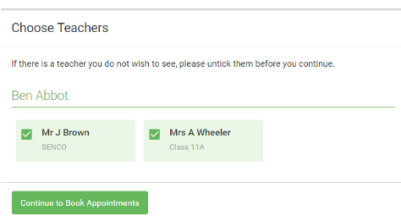
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile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



Choose Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.
Automatic: Automatically book the best possible times based on your availability.
Manual: Choose the time you would like to see each teacher.
Next

Step 4: Choose Teachers

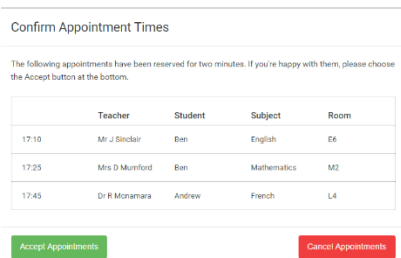
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Choose Teachers
If there is a teacher you do not wish to see, please untick them before you continue.
Ben Abbot
Mr J Brown (SENCO)
Mrs A Wheeler (Class 11A)
Continue to Book Appointments

Step 5a (Automatic): Book Appointments

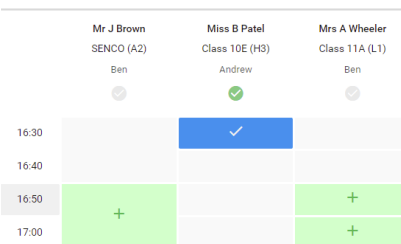
If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left. If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet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



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.
17:10 Mr J Sinclair Ben English E6
17:25 Mrs D Murnford Ben Mathematics M2
17:45 Dr R Monamara Andrew French L4
Accept Appointments Cancel Appointments

Step 5b (Manual): Book Appointments

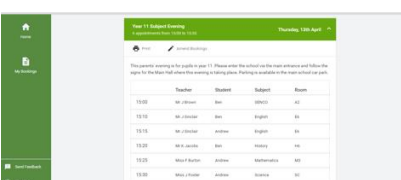
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. You can optionally leave a message 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 (SENCO) Ben
Miss B Patel (Class 10E) Andrew
Mrs A Wheeler (Class 11A) Ben
Grid showing times 16:30-17:00 and teachers. Blue cell at 16:30 for Miss B Patel. Green cells with '+' at 16:50 and 17:00 for Mr J Brown and Mrs A Wheeler.

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. Includes a sidebar with Home, My Bookings, and My Profile.