

Wednesday, 6 April 2022

RE: Year 7-10 and 12 Progress Review Meeting – Tuesday 26th April 2022

Dear Parent/Carer,

You are warmly invited to attend an in-person Progress Review Meeting on **Tuesday 26th April 2022**. Meetings will be available to book between 8:30am and 5:00pm. Years 7-10 and Year 12 students will be working from home whilst face-to-face meetings happen on school premises. **Student attendance to these meetings and completion of set work on teams will count towards attendance for the day.**

What is the purpose of the meeting?

- You will get both academic and pastoral feedback on how your child is getting on at INA (you can access reports on MCAS. [Click here](#) for information on how to set this up)
- Tutors will answer any questions you have around your child's progress
- Tutors will also talk you through the overview of the Summer term

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
- **We expect both parent/carers and students to attend their meeting. Students will be expected to attend in uniform. Meetings will not go ahead with students on their own.**
- Outside of your child's meeting, they will complete the work set by their teachers on Microsoft Teams at home.

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 on Thursday 21st April.**

- Browse to <https://arkina.schoolcloud.co.uk/>
- Book an appointment with your child's tutor
- Email info@isaacnewtonacademy.org for your parent/carer login code if you have not got it.

What if I cannot attend any meetings on this day?

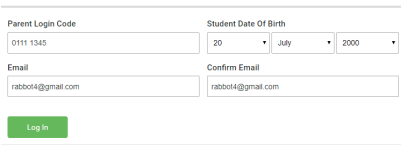
We have given you as much notice as possible to ensure you can arrange a time that works for you. If you cannot attend any of the times offered, please email info@isaacnewtonacademy.org explaining this. We expect all parents to attend their meetings – you are the key to the ongoing success of your child.

Yours sincerely,



Mr A Ademolake, Vice Principal

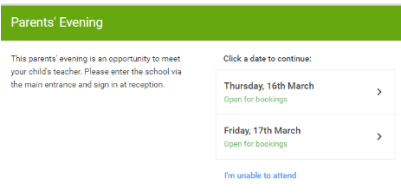
Parents' Guide for Booking Appointments



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

Step 1: Login

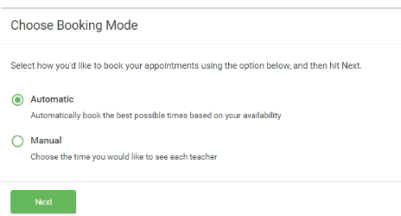
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. Enter your unique login code shared by the school.



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 2: Select Parents' Evening

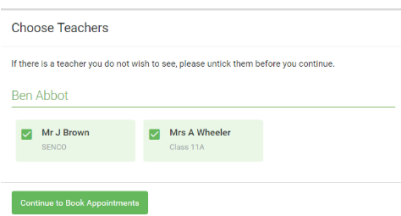
Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



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

Step 3: Select Booking Mode

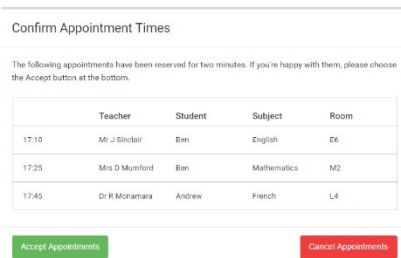
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile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

Step 4: Choose Teachers

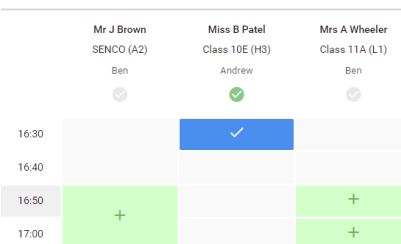
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.
Accept Appointments / Cancel Appointments

Step 5a (Automatic): Book Appointments

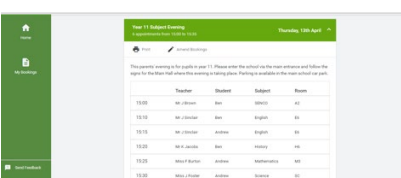
If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left. If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet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



Manual booking grid showing teachers (Mr J Brown, Miss B Patel, Mrs A Wheeler) and times (16:30, 16:40, 16:50, 17:00) with appointment slots.

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.



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

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*.