

Thursday, 16 September 2021

**RE: Year Target Setting Day – Thursday 23<sup>rd</sup> September 2021**

Dear Parents/Carers,

Year 7-13 Target Setting will take place on **Thursday 23<sup>rd</sup> September 2021 from 8:30am - 4:00pm**. This is a great opportunity for you to come to the academy with your child to find out their subject academic targets for this year. This is the first time in a while we have had parents collectively come to the Academy.

Please see how the event will run below:

- Parents will book a slot with their child's tutor on schoolcloud (see below for more information).
- Students **should attend in full uniform** with their parents/carers. It is advisable that you arrive at the academy 10 minutes before your meeting is due to ensure you can be directed to the correct location.
- Your tutor will have both academic and pastoral information. This will include the academic target for each subject your child does, their attendance data and their Attitude To Learning (ATL)

**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 Monday 20th September.**

- Browse to <https://arkina.schoolcloud.co.uk/>
- We have emailed you your child's tutor's name and your parent login code
- Contact us on [info@isaacnewtonacademy.org](mailto:info@isaacnewtonacademy.org) if you have not got the above

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

If you cannot attend any of the times offered, please email [info@isaacnewtonacademy.org](mailto:info@isaacnewtonacademy.org) with your child's name and their year group. We expect all parents to attend this event – you are the key to the ongoing success of your child. However, we appreciate that there may be exceptional circumstances preventing some parents/carers from attending. **We still expect your child to attend the meeting with their tutor on Thursday 23<sup>rd</sup> September.**

As has been the case throughout the pandemic, staff and students' safety remains our top priority. We will continue to encourage that families follow government guidance on COVID safety measures. This includes making sure you do not come on site if you have symptoms, and we would encourage you to wear a face covering.

Yours sincerely,

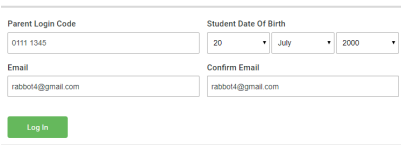


Mr Ademolake  
Vice Principal

# Parents' Guide for Booking Appointments

## Step 1: Login

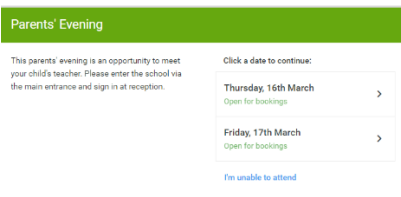
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. Enter your unique login code shared by the school.



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

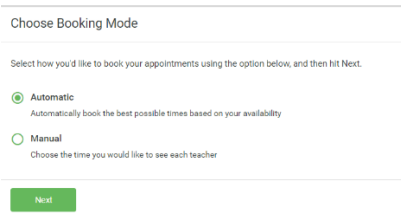
Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



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

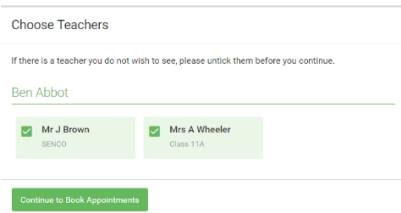
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times, you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile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



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

## Step 4: Choose Teachers

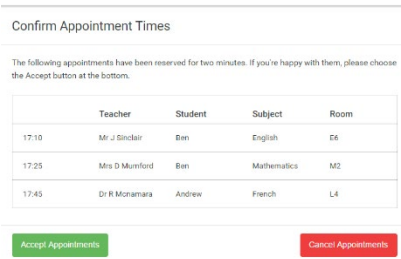
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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).



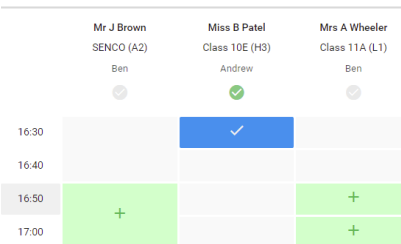
Confirm Appointment Times  
The following appointments have been reserved for two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Maramba	Andrew	French L4

Accept Appointments / Cancel Appointments

## Step 5b (Manual): Book Appointments

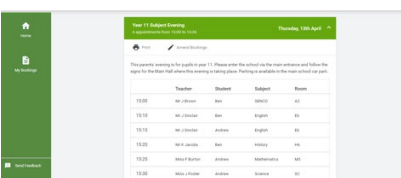
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. You can optionally leave a message 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 (A2) | Miss B Patel (H3) | Mrs A Wheeler (L1)  
Ben | Andrew | Ben  
16:30 | 16:40 | 16:50 | 17:00  
Grid showing appointment slots with green (+) and blue (✓) cells.

## 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.