

**RE: Year 7-10 and 12 Progress Review Meeting – Wednesday 12<sup>th</sup> January 2022**

Dear Parent/Carer,

As a safe and proactive measure, we have made the decision to make the Year 7-10 and 12 Progress Review Meetings happen virtually on schoolcloud. This means on **Wednesday 12<sup>th</sup> January 2022 from 09:00 - 16:30, Year 7-10 and 12 students will be working from home** using Microsoft Teams, and parent meetings will be done virtually using schoolcloud through your chosen web enabled device.

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

- You will get both academic and pastoral feedback on how your child is getting on
- Tutors will explain the new report format and answer any questions you have
- Tutors will also talk you through the overview of the Spring term

**How will the day work?**

- For best results, **use Google Chrome** and browse to <https://arkina.schoolcloud.co.uk/> (see how to book below)
- Go to your booked meeting (we advise that you are logged in at least 5 minutes before to resolve any technical issues. Tutors will call your phone if there are any difficulties)
- All meetings will happen via the video option on schoolcloud. Click on the **Join Video Appointments** button when logged in
- Meetings will last 10 minutes, and we encourage both parent and student to attend the meeting
- 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 Monday 10th January.**

- Browse to <https://arkina.schoolcloud.co.uk/>
- Select your child's tutor
- A reminder letter has gone out with your parent login code. Contact us using the email below if you cannot find 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](mailto: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,

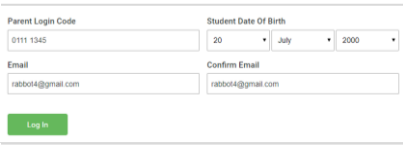


Mr A Ademolake, Vice Principal

# Parents' Guide for Booking Appointments

## Step 1: Login

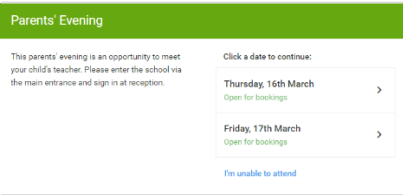
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. Enter your unique login code shared by the school.



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

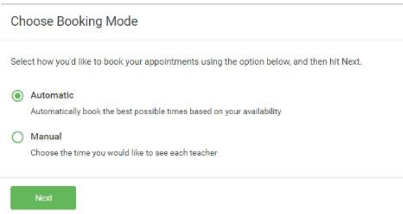
Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



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

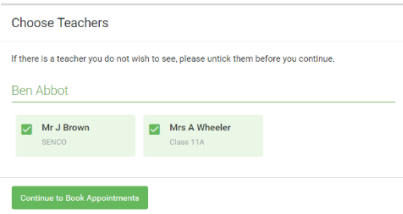
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile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



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

## Step 4: Choose Teachers

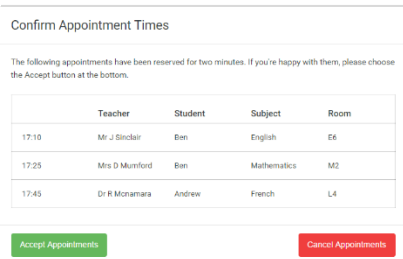
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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).



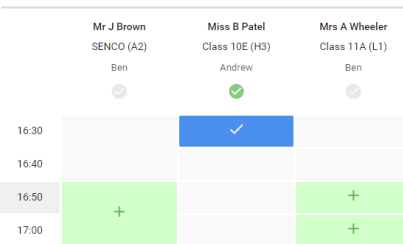
Confirm Appointment Times  
The following appointments have been reserved for two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

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

Accept Appointments / Cancel Appointments

## Step 5b (Manual): Book Appointments

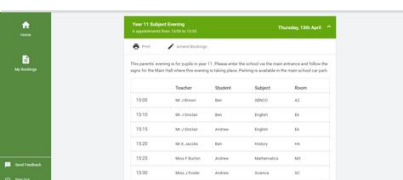
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. You can optionally leave a message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

## 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.