



Ark Isaac Newton Academy

Friday 11th November 2022

RE: Yr11 and Yr13 Parent/Carer Evening

Dear Parent/Carer,

You are warmly invited to attend the Ark INA Year 11 and Year 13 parent/carers evening on Thursday 1st December 2022, the evening will run from 4.30-7.30pm. On arrival to the academy students will be given their first set of mock examination results. You will also have the opportunity to talk to each one of your child's teachers about how they are performing in each one of their subjects and get advice on how you can support them further as they prepare for their exams.

We will be using School Cloud to schedule bookings, please see instructions on how to book below. It is important to note that some of our teachers will have limited slots as a result of having multiple Year 11 and 13 classes. As such, we advise that you book your appointment as soon as you can to ensure you are able to meet with the necessary teachers.

How do I book my appointment?

On the next page, there is a step-by-step process to a website called **School Cloud**. Here, you can book in any available time with your child's teacher. This is on a first come, first served basis. **Please book your appointment by 5:00pm on Monday 21st November.**

- Browse to <https://arkina.schoolcloud.co.uk/>
- Type in your parent login code. This has been sent to you as a reminder
- Choose your child's teacher and subject. **We are advising that parents only book an appointment with only one of their child's science teachers who will be able to provide feedback on all Science subjects.** This is to help ensure there are meeting slots available for parents to book appointments.

We are now 6 months away from the start of the exam season. Our aim is to ensure every child is fully equipped to perform at their highest level, so it is important you come to this evening and discuss your child's progress and get clear advice on how we can work together to ensure your child reaches their full potential.

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
rabbot4@gmail.com

Confirm Email
rabbot4@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
Open for bookings >

Friday, 17th March
Open for bookings >

[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
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

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
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

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.

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

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).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30	⊖	✓	⊖
16:40			
16:50	+		+
17:00			+

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.

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*.

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO
16:30	Mr J Brown	Ben	English
16:30	Mr J Brown	Andrew	English
16:50	Mr J Brown	Ben	History
16:50	Mrs D Mumford	Andrew	Mathematics
16:50	Mrs D Mumford	Andrew	Science

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*.