November 2023

Dear Parent/Carer,



I would like to invite you to attend our Sixth form Parents' Evening on Thursday 14th December 2023.

We will be handing out the results from the recent November Mock Exams during the evening and this will give you the opportunity to discuss how your child is currently progressing across their subjects. You will get individual feedback from subject teachers and reflect on how they are working towards their end of Post-16 targets.

This event is a key date as we look towards Post-18 and ensure that you understand how to best support your son/daughter with their work and help prepare them for this year's summer exams.

Appointments are available from 3:20pm - 6:30pm and will be face to face on site. The appointments will be 10 minutes as this should give enough time to discuss your son / daughter's progress and plans. The online booking system will open at 9am on Friday 1st December and will remain open until Thursday 14th December.

Please visit <a href="https://sdcc.schoolcloud.co.uk/">https://sdcc.schoolcloud.co.uk/</a> to book your appointment. Your login will be authenticated by your title and your surname, which must match the data we hold.

Our teachers are very much looking forward to speaking with you. We respectfully request that questions relating to other matters are directed towards the Sixth Form team or tutor email in advance or throughout the evening, where a member of our team will be on hand to respond to your query.

Please enter via the front of reception when attending your appointments. Staff will be on hand to direct you to the different venues.

We look forward to speaking to you at this Parents' Evening.

Yours sincerely,

10101

Martin Tinkler Head of Sixth Form.



# **Parents' Guide for Booking Appointments**



Browse to https://sdcc.schoolcloud.co.uk/



#### Step 1: Login

Fill out the details on the page then click the Log In button.

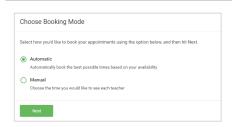
A confirmation of your appointments will be sent to the email address you provide.



## **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.



## **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.



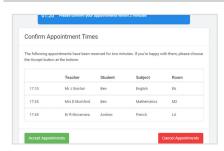
#### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



#### **Step 5: Choose Teachers**

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



## **Step 6: Book Appointments (Automatic)**

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 7: 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 8: 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.