



Community College

Dear Parent/Carer,

Year 9 Parents' Evening and Options Process

As your child is fast approaching their GCSE studies, it's important we prepare them, and you as parents/carers, for the next steps into Key Stage 4. To support your child, we will be running a series of opportunities to discuss their GCSE choices, such as time in the mornings to discuss possible options and pathways; and a Careers Day, which sees providers from across the City come to the College so your son/daughter is fully aware of the many opportunities available to them.

On our website, you will find an overview of the process, including a presentation and subject videos and information leaflets, outlining the content studied throughout the two years within each subject area. This information also details the assessments and type of qualification (whether it's an academic or vocational qualification). <https://www.sdcc.net/> - click on 'Learning' then 'Year 9 Options'.

We would like to invite you to attend Parents' Evening and Options Evening which will take place simultaneously on **Thursday 29th February from 3:30pm-6:30pm**. The evening will have two functions: 1) an opportunity to discuss how your child is currently progressing across their subjects, whilst receiving individual feedback from subject teachers; 2) visit subject stalls and speak with the Heads of Department about what content is covered within each subject.

During the evening, there will be two presentations, the first at 4:30pm and the second at 5:30pm. This will give an overview of the Options process and we highly recommend you attend one of these sessions. When booking your Parents' Evening appointments, please allow a 15 minute break so you can attend this presentation in the Main Hall. Please follow this link, to indicate which presentation you would like to attend: <https://forms.gle/BJobu5pXpEh5UhGk9>

Parents' Evening bookings:

Please visit <https://sdcc.schoolcloud.co.uk/> to book your appointments. Your login will be authenticated by your title and your surname, which must match the data we hold. The online booking system will open at 9am on Monday 5th February and will close at 3pm on Thursday 29th February. Should you wish to make any changes after this date please contact the College reception on 01752 556065.

Appointments are available from 3:30pm until 6:30pm and each meeting will last for 5 minutes. If you would like to discuss options then please contact your child's tutor, or Head of Year in the first instance.

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

This event is a key date for all Year 9 students at a crucial time in their education. We endeavour to ensure that everyone involved fully understands how best to support each child as they transition from Key Stage 3 into Key Stage 4.

We look forward to seeing you there.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Oakes', written in a cursive style.

Mr M. Oakes

Head of School

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

WELCOME TO THE 'PARENTS' EVENING' BOOKING SYSTEM. APPOINTMENTS CAN BE ENTERED VIA THIS FORM OR BY EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September: In-person & video call, Open for bookings
- Tuesday, 14th September: In-person, 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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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

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 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.

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	E5
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Mcnamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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.

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

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.

September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			In-person
Print	Amend Bookings	Subscribe to Calendar	
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening	Monday, 13th September		Video call
2 appointments from 16:30 to 16:45			
September Parents Evening	Monday, 13th September		In-person
2 appointments from 15:00 to 15:45			

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*.