

October 2024

Dear Parent / Carer

Re: Tutor Consultation Evening

As part of our commitment to provide feedback on your child's learning and progress at Stoke Damerel, we are ready to launch our Tutor Consultation evening on Monday 14th October. These will usually be online once your child enters Year 8, however, we recognise how important face to face contact is whilst you get to know your child's new school and tutor. This event will run in school from 3:30pm-6:30pm.

You will be able to book a timeslot (see below) to come in and meet with your child's tutor. This will provide you with an opportunity to discuss how your child has settled into life at Secondary School. The tutor will also share some feedback regarding homework, attendance, punctuality and behaviour. You will also be able to ask any general queries you, or your child, may have about this academic year. We will also be able to share with you how you can work with us and your child in order to further improve their progress and attainment.

Please visit https://sdcc.schoolcloud.co.uk/ to book your appointment. Your login will be authenticated by your title and your surname, which must match the data we hold. The online booking system will open on Monday 7th October at 9am and close on Friday 11th October at 4pm. Should you wish to make any changes after this date please contact the College reception on 01752 556065.

Yours faithfully,

Mr Oakes

Head of School

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.

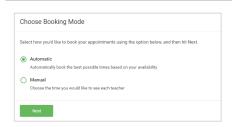
A confirmation of your appointments will be sent to the email address you provide.



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.



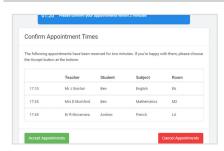
Step 4: Select Availability

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.