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**THE HART
SCHOOL**
*Creative
Education
Trust*

NDO/SLE

21 November 2023

Dear Parents and Carers

RE: Year 10 Parents' Evening

We would like to invite you in to school on **Tuesday 12 December 2023** for our Year 10 Parents' Evening. The appointments will take place in person and will be held in the school's main hall and nearby classrooms. This is an invaluable opportunity to speak to your child's subject teachers about the progress that they are making, how they have begun their important KS4 studies, and anything that can support their learning in and out of school. We hope to see as many of you there as possible to continue to build on the fantastic start that our Year 10 students have made to this phase of education.

Appointments will be available from 4.30 pm to 7.30 pm and these will be made directly through the [SchoolCloud](#) booking system which opens at 8.00 pm on Tuesday 28 November. Details of how to use this can be found on the next two pages. If you have any difficulty in accessing the booking system, please contact enquiries@hartschool.org.uk.

During the evening, the revision materials available to Y10 students will be available to view and can then be purchased via ParentPay.

We look forward to seeing you there and continuing to work together to support your child.

Guidance

Guidance on how to login and book appointments can be found here:

[Guidance for SchoolCloud](#)

Yours sincerely



Neil Donlan
Assistant Principal



Parents' Guide for Booking Appointments

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



Important: In order to manage your booking preferences, appointments can be emailed to you. From the email confirmation, please ensure your email address is correct.

Your Details

First Name: [text input] Surname: [text input]
Email: [text input] Confirm Email: [text input]
[Log In]

Student's Details

First Name: [text input] Surname: [text input] Registration Class: [text input]
Sex: [radio buttons] [OK]

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 14:30 15:00 15:30 16:00

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 uncheck them before you continue.

Ben Abbott

Mr J Brown
 Mrs A Wheeler

[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 Brown	Ben	English	01
17:15	Mrs A Wheeler	Ben	Mathematics	02
17:20	Mr J Brown	Abbie	French	14

[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 BENCO (A2) Ben	Miss B Patel Class 10E (HS) Andrew	Ms A Wheeler Class 11A (S,T) 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.

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 2 appointments from 16:30 to 17:00				Tuesday, 14th September Appointment
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 on video call.				
	Teacher	Student	Subject	
16:30	Mr Mark Ludbrook	Jason Kavan	English	
16:50	Miss Bina Patel	Jason Kavan	Religious Education	
September Parents Evening 2 appointments from 16:30 to 17:00				Monday, 13th September Video call
September Parents Evening 2 appointments from 16:30 to 17:00				Monday, 13th September In-person

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*.