

BISHOP



RAMSEY

Church of England School
Executive Head and CEO: Dr Hilary Macaulay

30th March 2023

Dear Parent/Carer,

Year 7 Parents' Evening – Thursday 27th April

I am writing to invite you to the Year 7 Parents' Evening which will take place on Thursday 27th April between 4.00pm and 7.00pm. You will be able to make appointments to meet with your child's subject teachers and we advise that wherever possible, your child joins these meetings too. This year we will continue to conduct Parents' Evenings via the virtual system we used last academic year called Schoolcloud.

The virtual system will enable you to meet with teachers for a 5 minute appointment via video link. In order to book your appointments, please see our Parents' Evening System Guide and Useful Information given below.

Please note that when using the video system, the 5 minute appointment slot will automatically end and the call will finish. A timer will be displayed on the screen of the video link to advise of the time remaining to try and avoid the call ending abruptly.

The booking system will open for appointments at 7.00pm on Thursday 30th March and will close at 3.15pm on Thursday 27th April. Please be aware that some Year 7 teachers teach multiple classes and therefore may become fully booked quite quickly.

Please note that initially, parents/carers will be able to make a maximum of 6 appointments. This is to allow all parents/carers the opportunity for some appointments. This restriction will be removed from 4.00pm on Monday 17th April.

If you are unable to make an appointment or have any queries or concerns, please contact me, cpriestley@bishopramsey.school

If you are unable to schedule an appointment with a member of staff due to all available slots having been taken, please contact the relevant teacher directly via their email address.

Yours sincerely,

Ms C Priestley
Year 7 Director

Address: Hume Way, Ruislip, Middlesex, HA4 8EE ∞ **Telephone:** 01895 639227
Email: office@bishopramsey.school ∞ **Website:** www.bishopramseyschool.org

Parents' Evening System Guide and Useful Information

To make your appointments, please click on the link or visit the website
<https://bishopramsey.schoolcloud.co.uk/>



Step 1: Login

Fill out the details on the page then click the *Log In* button. Please note these must match the details we have on our records with those who have parental responsibility and have a priority 1 or 2 contact and must be the student's preferred forename and legal surname. A confirmation of your appointments will be sent to the email address you provide.



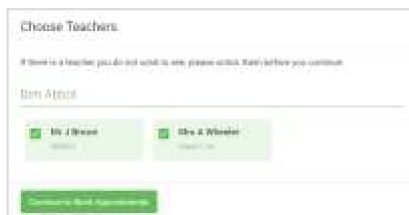
Step 2: Select Parents' Evening

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: 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.



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).



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.

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*.

We recommend:

- using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser
- Please test your audio visual settings ahead of your first appointment

On the evening:

- login to Parents Evening using the link at the top of this guide, or click the login link from the bottom of the email confirmation you will have received for your appointments
- Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.
- Press the button to join your appointment on the day or to check your audio/visual settings ahead of the meeting (recommended).
- *Proceed to Video Call* followed by *Start Appointment/Start Next Appointment* when your appointment is due to begin – the teacher will begin the session at the appointed time.