



Thornhill Academy

Enriching Lives, Inspiring Ambitions

Monday, 23 January 2023

Dear Parent/Carer,

We would like to invite you to our Year 11 Parents' Meeting on **Thursday 2nd February** from **3.30pm until 6.00pm**, to be held in the Thumbprint Restaurant.

The Parents' Evening is an important opportunity for you to discuss your child's progress, to identify the areas in which they are progressing well and to discuss how to address any areas where they are experiencing difficulties.

To book your appointment times with teachers, please use our online booking system which is accessed by <https://thornhillacademy.schoolcloud.co.uk/>. A short guide on how to add appointments is included overleaf. **Appointments can be made from today until Wednesday 1st February at 18:00.**

Each student registered in our system has a unique login code which you will need to book appointments.

If you experience any difficulties making bookings or understanding the system, please contact the school on 0191 500 7981 and we will be happy to assist.

Yours sincerely,

Mrs S Hamilton
Head teacher



Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be attended via a link from the email confirmation - please ensure your email address is correct.

Parent Login Code: Date Of Birth: 20 2000

Email: Confirm Email:

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. Enter your unique login code found in the letter.

Click on the date you wish to book. If you are unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue

Ben

☒ Mr J Brown SENCO

☒ Mrs D Mumford Mathematics

☒ Mr J Sinclair English

☒ Mrs A Wheeler Class 11A

Andrew

☒ Miss F Burton Mathematics

☒ Dr R McNamara French

☒ Mr J Sinclair English

Step 2: 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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

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

Step 3: 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.

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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Step 4a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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 4b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Step 4b (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.

After clicking on a green cell to make an appointment, a pop-up box appears where 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 5: Finished!

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford: