Parent/Carer of <<Forename>> <<Surname>>
<<AddBlock>>

Tuesday, 13 February 2024

Dear Parent/Carer

We would like to invite you to our Year 11 Parents' Meeting on **Thursday 29ᵗʰ 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 <<Forename>>'s progress, to identify the areas in which <<Forename>> is progressing well and to discuss how to address any areas where <<Forename>> is 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 28ᵗʰ February at 11:00pm**.
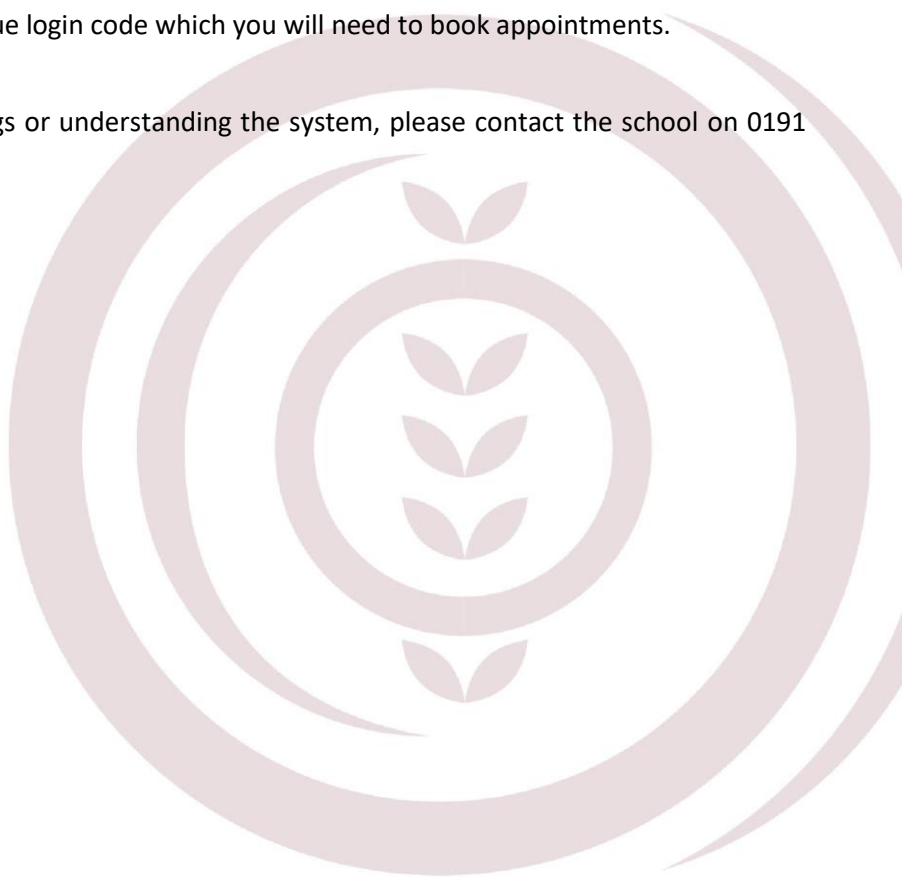
Each student registered in our system has a unique login code which you will need to book appointments.
Login Code:

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

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*.

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.

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.

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).

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*.