



# Thornhill Academy

*Enriching Lives, Inspiring Ambitions*

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 29<sup>th</sup> 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 28<sup>th</sup> February at 11:00pm.**

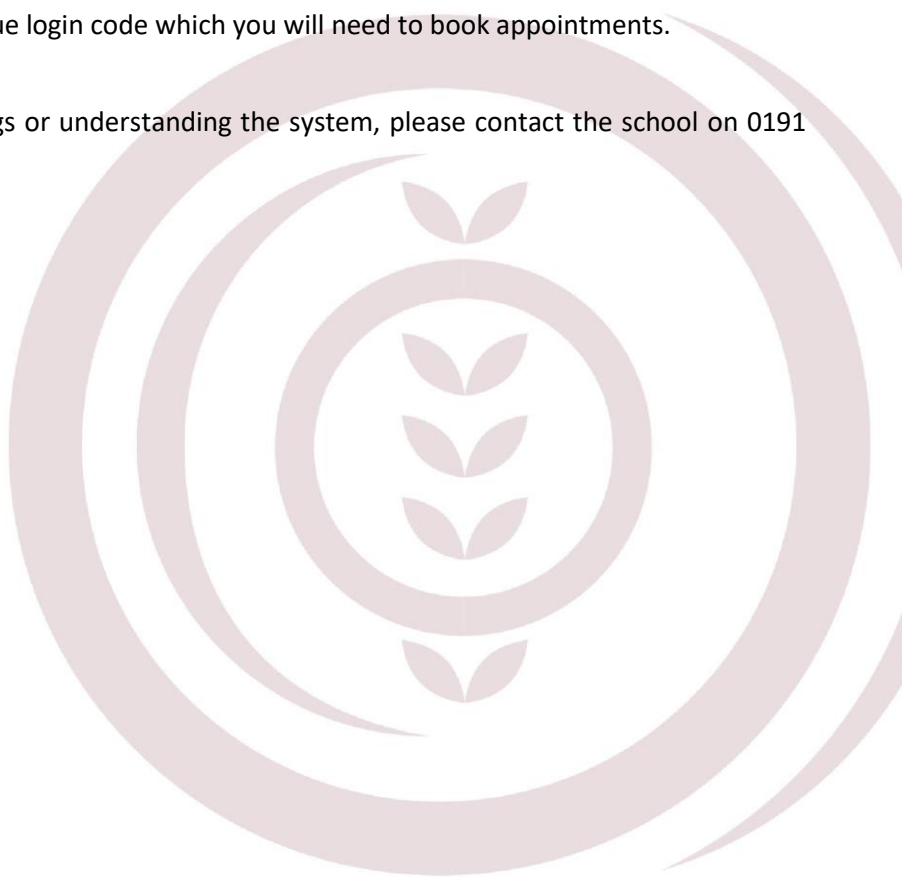
Each student registered in our system has a unique login code which you will need to book appointments.

**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



**Parents' Evening System**

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

Parent Login Code:  Date Of Birth: 28 July 2009

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
16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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: