



Thornhill Academy

Head Teacher: **Mr I Redford**
Thornholme Road,
Sunderland,
SR2 7NA

 **0191 500 7981**

 **enquiries@thornhillacademy.com**

Monday, 22nd February 2021

Dear Parent/Carer

I would like to invite you to attend school's Virtual Review Day on Friday 5th March between 8:00am and 4:00pm.

The meeting is to discuss your child's progress with form tutors or Heads of House and to assist you in understanding what your child has to do in order to be successful. Appointments are in 15 minute slots across the day, with each video appointment lasting up to 13 minutes and allowing 2 minutes for changeover between appointments. Some pupils will also have the opportunity to book a SEN Review meeting. If you have this option available, please book your form tutor appointment and a SEN review appointment. Please note that all appointments will take place virtually using our normal parents evening booking system which now allows video appointments on a range of devices, including smart phones.

Please visit <https://thornhillacademy.schoolcloud.co.uk> to book your appointment, a brief user guide is included overleaf. Please only book one appointment slot for each child, unless parents are attending separately. **Appointments can be made from today until Thursday 4th March.**

You will receive an email confirmation which containing the link you will need to access your appointment.

Further information on video appointments is available at
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Pupils are allowed to accompany parents, but they may be excluded from some discussions at the discretion of the teacher and/or parent.

If you do not have access to the internet or you experience any difficulties, please contact the Exam Office on 0191 500 7981 and we will be happy to add appointments on your behalf.

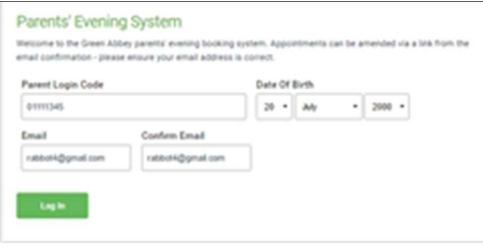
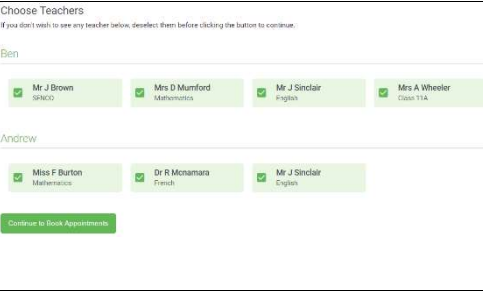
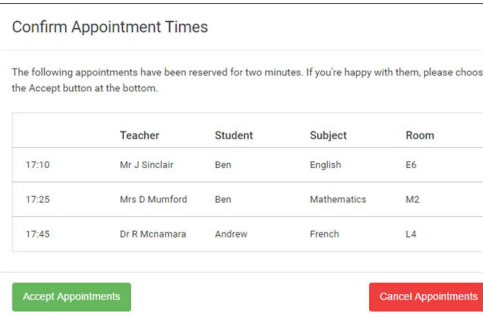
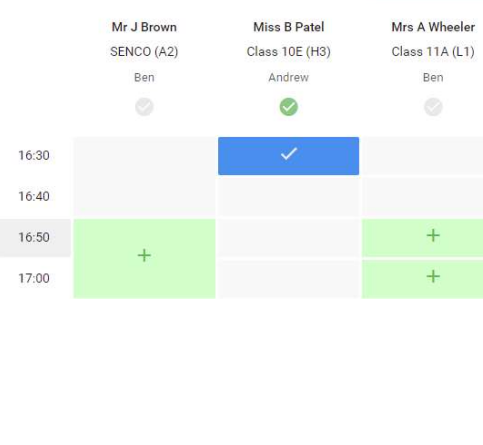
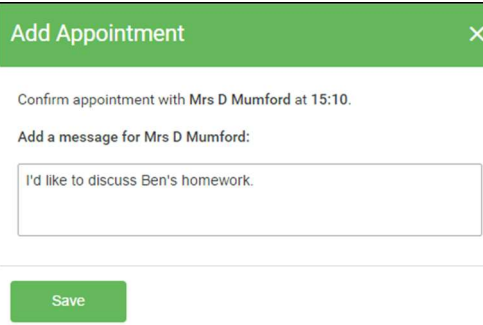
I look forward to welcoming you to this important event.

Yours sincerely

Mrs. C Crooks
Assistant Head teacher

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> 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>I'm unable to attend</i>.</p>
	<p>Step 2: Select Booking Mode</p> <p>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 <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile phone.</p>
	<p>Step 3: Choose Teachers</p> <p>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.</p>
	<p>Step 4a (Automatic): Book Appointments</p> <p>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.</p> <p>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).</p>
	<p>Step 4b (Manual): Book Appointments</p> <p>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 <i>Delete</i>. 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.</p> <p><i>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.</i></p>
	<p>Step 5: Finished!</p> <p>You're now on the <i>My Bookings</i> page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing <i>Print</i>. To change your appointments, click on <i>Amend Bookings</i>.</p>