



02 February 2022

Dear Parents and Carers

Year 9 Progress Evening - Online Appointment Booking

I would like to invite you to attend our Year 9 Virtual Progress Evening on **Thursday 10th February** between **3.30pm and 6.30pm**. This will be an opportunity to discuss your child's progress with subject teachers, find out more about how they can further improve in their learning and progress and discuss selecting qualifications for Key Stage 4 study.

The evening will take place virtually using an electronic device (mobile phone/laptop/computer). **You should not come into school to attend the event.**

Please use the following link to book your appointments: <https://deantrustardwick.schoolcloud.co.uk/> (A short guide on how to add appointments is included with this letter.)

Please login with the following information:

Parent's First Name:

Parent's Surname:

Child's Date of Birth:

You can log in to make appointments with your son/daughter's teachers from 8am on Wednesday 2nd February. The last opportunity you have to make an appointment will be 6pm on Wednesday 9th February. If you miss this deadline, or have any difficulties logging on, please contact admin@deantrustardwick.co.uk or HeadofYear9@deantrustardwick.co.uk.

Discussing Options selection for Key Stage 4:

As you should already be aware, your child will be making options selections for qualifications at Key Stage 4 by 14th February. This means this event is an ideal opportunity to discuss KS4 qualifications with teachers. You may wish to additionally book an appointment with: Miss Davies (Head of Business); Miss Henshall (Child Development teacher) and/or Miss Whittington (Assistant Headteacher KS3 Progress) to discuss qualifications.

Due to the software, appointments will be a maximum of **5 minutes** long. There will be a countdown timer on the screen and the appointment will **end automatically at this time**. It is important that discussions have reached their conclusion at this point as **there will be no opportunity to extend the appointment**.

Staff will have a limited number of appointments available and these will be allocated on a first come, first served basis. Some staff teach several classes and their appointment times will get booked up quickly. I suggest that you make your appointments as soon as possible to avoid disappointment.

If you do not have access to the internet, please contact admin@deantrustardwick.co.uk to discuss alternative options.

Yours sincerely,

Mr S Diaz
Head of Year 9

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Parents' Guide for Booking Appointments

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

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.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date 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.

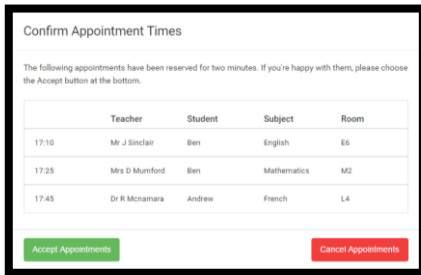
Step 4: Choose Teachers

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.

You may book other teachers not listed on the screen by clicking Add a Teacher.

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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).



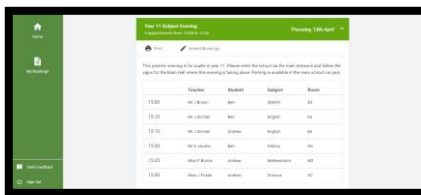
Step 5b (Manual): Book Appointments

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.

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 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.



Parents' Guide - How to attend appointments over video call.

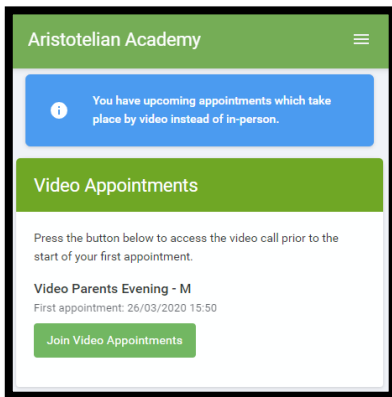
Browse to <https://deantrustardwick.schoolcloud.co.uk/>

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

- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

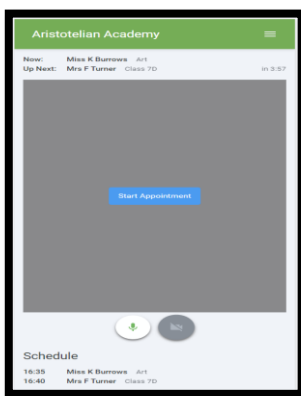
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.



1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at <https://deantrustardwick.schoolcloud.co.uk/>, or click the login link from the bottom of the email confirmation you will have received.

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. This will become available 60 minutes before your first appointment.



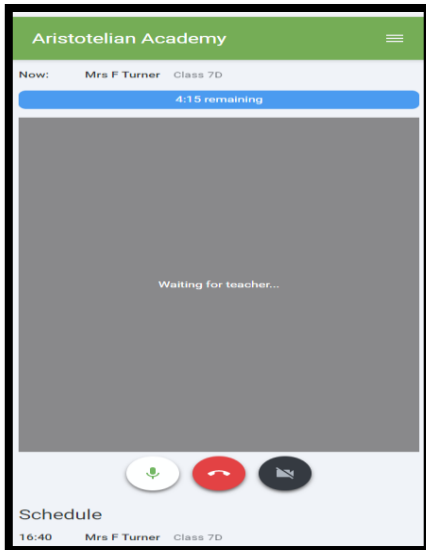
2. The Video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the *Start Appointment* button.

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3. Making a call

Click the **Start Appointment** button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call, you will see them in the main part of the screen and you can start your discussion with them.

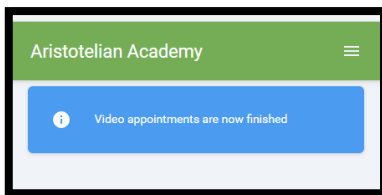
You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and re-join the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.



4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a **Start Next Appointment** button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment.

The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

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