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24 February 2021

Dear Parents/Carers

اگر آپ اس پیغام کو اردو میں ترجمہ کرنا چاہتے ہیں تو براہ کرم ہماری ویب سائٹ ملاحظہ کریں اور "ترجمہ" ٹیب پر کلک کریں

<https://burnage.manchester.sch.uk/parents-and-students/dashboard>

إذا كنت تريد ترجمة هذه الرسالة إلى العربية يرجى زيارة موقعنا على الانترنت وانقر على علامة التبويب "ترجمة"

<https://burnage.manchester.sch.uk/parents-and-students/dashboard>

## Y9 Options/Parents' Evening 11<sup>th</sup> March - Online Appointment Booking

I would like to invite you to attend our **Year 9 Options/Parents' evening on Thursday 11<sup>th</sup> March from 4.00pm-6.30pm**. Given the restrictions of Coronavirus, we are unable to hold parents' evening on site; however, we believe it is important for you to have the opportunity to discuss your son's progress with his teachers.

The school has introduced a new and easy to use online appointment booking system. Parent's evening will run remotely from 4.00pm – 6.30pm. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Your son is now at the point in his education where he has to make some very important decisions. Since joining this school he has been following our set curriculum. From September this year, however, he will be able to choose some of the subjects that he wants to study in years 10 and 11.

There will be presentations from key members of staff on both Microsoft Teams and on the school website to talk you through the process.

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

Parent Title and Surname

Student's First Name:

Student's Surname:

Student's date of birth

If you do not have access to the internet, please contact the school office and leave a message for your son's House Leader. We will then contact you in due course.

We look forward to seeing you on Wednesday 11<sup>th</sup> March.

Yours sincerely

**K Harrison**  
Headteacher



'Be the best you can be'



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

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

[Log In](#)

## 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.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**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

[Next](#)

## 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.

**Choose Teachers**

If there is a teacher you do not wish to see, please uncheck them before you continue.

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## 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.

**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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## 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).

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+

## 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.

**My Bookings**

View 11 booked evening appointments for Thursday, 16th April

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4
18:00	Mr J Brown	Ben	English	E6

## 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*.