



**Burnage Lane, Manchester, M19 1ER**

☎ 0161 432 1527 📠 0161 442 7158

@ office@burnage.manchester.sch.uk

🌐 www.burnage.manchester.sch.uk

🐦 twitter.com/Burnage\_Academy

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

17 May 2021

Dear Parent / Carer,

### **Y8 Parents' Evening 27<sup>th</sup> May - Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on 27<sup>th</sup> May. 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 4pm – 6.30pm. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. As this is a new system for us, we would welcome any feedback.

Appointments can be made from 18/05/2020: 9am and will close on 27/05/2020: 4pm

Please visit <https://«Web Address».schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is attached at the end of this letter.) Login with the following information:

Parent title and surname  
Your son's first name  
Your son's surname  
Your son'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.

Best wishes,

**Karl Harrison**  
**Headteacher**

**Your Details**

Title:  First Name:  Surname:

Mr  Student  Parent

Email:  Confirm Email:

Student's Details

First Name:  Surname:  Date Of Birth:

**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**

The parents evening is an opportunity to meet your child's teacher. Please open the school calendar to view the dates and sign up for a session.

Monday, 11th March

Friday, 17th March

**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 the mode you'd like to use for your appointments using the options below and click *Next*.

Automatic  
Automatically book the best possible times for you available.

Manual  
Choose the times you'd like to see for each teacher.

**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  
Class SENCO

Mrs G Wheeler  
Class Y1A

**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 created for you. If you'd like to change any, please contact the school office.

Teacher	Student	Subject	Time
Mr J Brown	Ben	English	11:10
Mrs G Wheeler	Ben	Mathematics	11:15
Mr J Brown	Ben	English	11:25

**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).

Mr J Brown  
Class SENCO (A2)

Miss G Patel  
Class Y6C (H2)

Mrs G Wheeler  
Class Y1A (L1)

15:20			
15:40			
16:20			
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.

**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.

**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*.