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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

21st June 2021

Dear Parent / Carer,

Y7 Parents' Evening 1st July - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on 1st July. 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 21/06/2021: 8am and will close on 01/07/2021: 3pm

Please visit <https://burnageacademy.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: 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 untick 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.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamsi	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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
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.

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.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
17:10	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamsi	Andrew	French	L4

[Amend Bookings](#)

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*.