

Our Ref: JNE/Yr11 Parents Evening

Tuesday 14th December 2021

Dear Parent/Carer,

Dame Elizabeth Cadbury Year 11 Virtual Parents Evening

As previously mentioned during a Year 11 briefing earlier on in the year, i would like to invite you to Dame Elizabeth's first Year 11 parental event of this academic year which will be held on **Thursday 6th January 2022** from **4:30pm-6:30pm**. This will be an outstanding opportunity to review your child's progress so far in Year 11 and also provide a platform to ask any questions you may have.

Due to the recent changes in Covid 19 guidance, this event will be held **virtually** and will be conducted via video appointments. In preparation for this, you will be required to log in to our virtual site and book appointments with subject teachers before the event. The bookings system is now open and will operate on a first come, first served basis.

Booking System Closes: Thursday 6th January 2022 at 4pm

How do I book?

Please find a step-by-step guide on how to book appointments on the following page.

I look forward to a successful evening next week and do hope you are able join us during the most important year of your child's academic career to date. If you do not wish to attend the virtual parents evening or have any questions regarding this then please email: enquiry@decschool.co.uk

Yours sincerely,



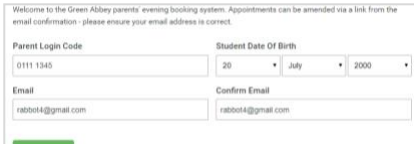
Ms J Newsome
Headteacher



Mr J Smith
Assistant Headteacher

Parents' Guide for Booking Appointments

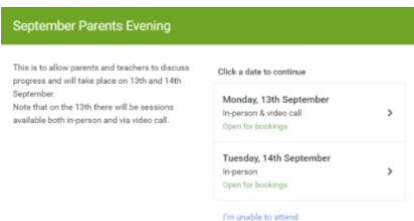
Browse to <https://dec.schoolcloud.co.uk/>



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.

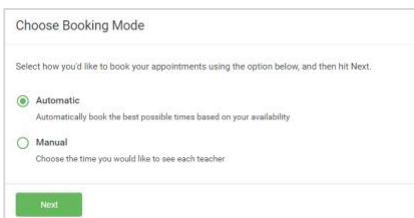
Enter your unique login code shared by the school last year. If you need to an update please contact enquiry@decschool.co.uk



Step 2: Select Parents' Evening

Click on the date you wish to book.

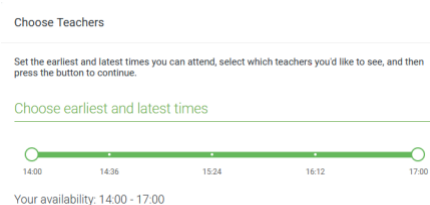
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

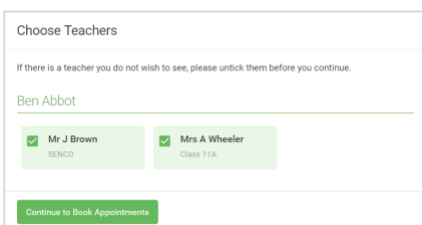
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



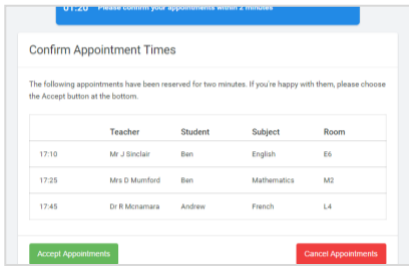
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Step 5: Choose Teachers

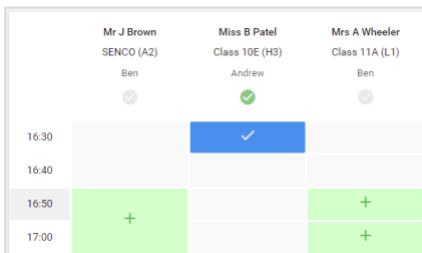
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 6: Book Appointments (Automatic)

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.

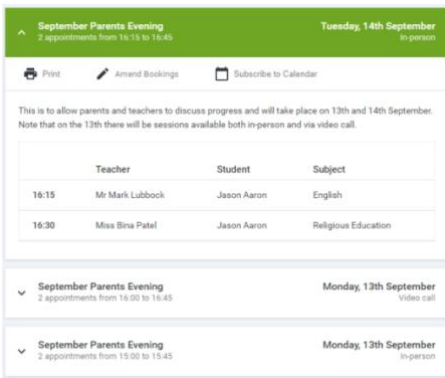
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



Step 7: 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 8: 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*.