

Our Ref: JN/JS/ Dame Elizabeth Cadbury Year 9 Virtual Parents Evening

Friday 11<sup>th</sup> February 2022

Dear Parent/Carer,

I would like to invite you to the year 9 parents evening which will be held on **Thursday 17<sup>th</sup> February 2022** from **4:30pm-6:30pm**. This will be an outstanding opportunity to review your child's progress so far in Year 9 and also provide a platform to ask any questions you may have.

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 will operate on a **first come, first served basis**:

Booking System Closes: Thursday 17<sup>th</sup> February 2022 at 4pm.

### How do I book?

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

If you require a reminder of your **unique login code** this will follow as a physical letter with your child in due course.

I look forward to a successful evening and do hope you are able join us. If you do not wish to attend the virtual parents evening or have any questions regarding this then please email: **[enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk)**

Yours sincerely,



Ms J Newsome  
Headteacher

# Parents' Guide for Booking Appointments

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

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Parent Login Code: 0111 1545

Student Date Of Birth: 20 July 2000

Email: rab004@gmail.com

Confirm Email: rab004@gmail.com

## 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@dec.school.co.uk](mailto:enquiry@dec.school.co.uk)

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
in-person & video call  
Open for bookings

Tuesday, 14th September  
in-person  
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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

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

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 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.

01:20 Please confirm your appointments within 2 minutes

### 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	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

### 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.

	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 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.

September Parents Evening Tuesday, 14th September  
2 appointments from 16:15 to 16:45 in-person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Time	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September  
2 appointments from 16:30 to 16:45 Video call

September Parents Evening Monday, 13th September  
2 appointments from 15:50 to 16:45 in-person

### 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*.