

Our Ref: RP/AD/Yr7SettlinginEvening

Date: 28th September 2023

Dear Parent/Carer of XXXXXXX,



**Dame Elizabeth
Cadbury School**

Respect. Aspire. Believe. Commit
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Dame Elizabeth Cadbury Year 7 Settling in Evening

I would like to invite you to the first Year 7 parental event of this academic year which will be held on **Thursday 19th October** from **4:30pm-6:30pm**. This will be an opportunity to meet with your child's form tutor and discuss their start at Dame Elizabeth Cadbury and also provides a platform to ask their Head of House any questions you may have.

This event will be conducted via a five-minute appointment with your child's form tutor. In preparation for this, you will be required to log in to our virtual site and book appointments with the tutor before the event. The booking system will operate on a **first come, first served basis**.

Booking system opens: 2nd October 2023 at 8am

Booking system closes: 19th October 2023 at 3pm

How do I book?

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

To book appointments you require a **unique login code: XXXXXXXXX**

I look forward to a successful evening and do hope you are able join us. If you have any questions regarding the Settling in Evening, then please email: enquiry@decschool.co.uk

Yours sincerely,

Mr R Prime
Headteacher



Dame Elizabeth Cadbury School
Woodbrooke Road
Bournville
Birmingham
B30 1UL



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Dame Elizabeth Cadbury School



dameelizabethcadbury



enquiry@decschool.co.uk



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 1345	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 provided in the Settling in Evening letter. Any problems please contact enquiry@dec.schoolcloud.co.uk

Year 7 Settling In Evening

We would like to invite you to a Year 7 Settling In Evening on Thursday 19th October 4:30pm - 6:30pm. On the evening, you will meet with your child's form tutor to find out how your child is settling into life at Dame Elizabeth Cadbury School, discuss your child's attendance, punctuality, attitude to learning and any areas of concern. Miss Greene (SENCO), Miss Shirley (Assistant SENCO) and all the Heads of House will also be available.

Click a date to continue

Thursday, 28th September
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 Method

Date & Type of Booking
Thursday, 28th September

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next Back

Step 3: Select Booking Mode

Choose *Manual*. Then press *Next*.

Choose Teachers

Select the teachers you wish to see, then click below to continue.

Harry Towns

Miss S Spencer
Registration

Continue to Book Appointments Back

Step 4: Choose Form Tutor/s

Your child's form tutor/s should already be selected. Click *Continue to Book Appointments*.

Miss S Spencer
Registration
Harry Towns

16:00 +

16:05 +

16:10 +

Step 5: Book Appointment

Click any of the green cells to make 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. Once you're finished booking the appointment, at the top of the page in the alert box, press *Click Here* to finish the booking process.

Year 7 Settling In Evening Thursday, 28th September

Print Amend Bookings Subscribe to Calendar

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Teacher	Student	Subject
16:15	Miss S Spencer	Harry Towns Registration

Step 6: Finished

Your booking will now appear on the My Bookings page. An email confirmation is 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*.