

9 November 2020

Dear Parents and Carers

**Re: Year 11 Parent's Evening – Video Appointments via School Cloud**

I am writing to you with details of the Year 11 Parents' Evening that, due to the national lockdown, will take place via video appointments. On Thursday 19<sup>th</sup> November, teachers at Birmingham Ormiston Academy (BOA) will conduct online meetings via School Cloud.

As a number of teachers at BOA are responsible for more than one class, each appointment has been set at 5 minutes. The sessions will end after 5 minutes and School Cloud will begin the next appointment. For this reason, it is important for teachers and parents/carers to be aware that there is a countdown for each session, which will automatically end once the 5 minutes expires. Please ensure you have your questions ready ahead of each appointment and teachers will endeavour to provide you with the relevant information. If any follow-up is needed, teachers will contact parents/carers after the parents' evening on Thursday 19<sup>th</sup> November.

What happens next?

1. Teachers will upload their appointment times on Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> of November. We have arranged for appointments to start from 9am on Tuesday 19<sup>th</sup> November, as a number of teachers may be able to offer appointments throughout the day, using their free periods. **The main parents' evening event is scheduled to take place from 5.30pm to 8.00pm.**
2. On Wednesday 11<sup>th</sup> November, parents and carers can access School Cloud in order to book appointments. I have included an instruction sheet (overleaf) and a link to a web video that explains how to use School Cloud.
  - School Cloud can be found here: <https://BOAAcademy.schoolcloud.co.uk/>
  - The link to the web video can be found on the academy website, in the 'Parents' section: <https://www.boa-academy.co.uk/parents/parents-evenings>
3. Parents and carers have the option of adding a message when booking, which will enable you to upload any specific questions ahead of the video appointment.
4. You will receive an electronic copy of your child's Year 11 Grade Card 1 ahead of the parents' evening. We are currently carrying out quality assurance of these and will send them out by Monday 16<sup>th</sup> November at the latest.

Please note:

- a. The device you use must have video and microphone capability. The majority of parents and carers who have used School Cloud for appointments do so over an Android/iPhone or iPad, or a laptop with camera and microphone capability.
- b. If you encounter any issues when trying to book appointments, please email [info@boa-academy.co.uk](mailto:info@boa-academy.co.uk) and we will assist you in resolving the problem.
- c. If you are not able to access School Cloud, please contact [info@boa-academy.co.uk](mailto:info@boa-academy.co.uk) and we will assist you in making alternative arrangements.

I am confident that the video appointments will enable parents and carers to speak with teachers about their children's progress at BOA. If there are any concerns, either before or after the parents' evening has taken place, please do not hesitate in making contact with me.

As always, thank you for your support.

Yours truly,



**Alistair Chattaway**  
**Principal**

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

**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 unselect 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 Minamara	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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

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.

To change your appointments, click on *Amend Bookings*.

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