

30th September 2021

Dear Parents and Carers

Re: Year 10 Settling-In Evening – Video Appointments via School Cloud

I am writing to you with details of the Year 10 Settling-In Evening that will take place via video appointments. On Thursday 7th October, tutors at Birmingham Ormiston Academy (BOA) will conduct online meetings via School Cloud from 5pm to 7pm.

The appointments will last between 10-12 minutes to ensure there is plenty of time for parents/carers to discuss how their child has settled in to life at the Academy, as well as providing an opportunity for parents to raise any concerns. We will provide a brief settling-in report, which will form the basis of the conversation. The settling-in report will be sent out ahead of the appointment and will focus on the following:

1. General attitude to learning;
2. Class contribution;
3. Quality of class work;
4. Approach to independent learning.

What happens next?

1. On Monday 4th October, parents and carers can access School Cloud in order to book an appointment with the form tutor. I have included an instruction sheet (attached) that explains how to use School Cloud.
 - School Cloud can be found here: <https://boacademy.schoolcloud.co.uk/>
2. 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.
3. You will receive an electronic copy of your child's Year 10 Settling-In Report ahead of the settling-in evening. We are currently carrying out quality assurance of these and will send them out by Wednesday 6th October 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 your appointment, please email 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 and we will assist you in making alternative arrangements.

I am confident that the video appointment will enable each parent/carer to speak with the form tutor about their child's progress at BOA. If there are any concerns, either before or after the settling-in evening has taken place, please do not hesitate to contact me.

As always, thank you for your support.

Yours truly,



Alistair Chattaway
Principal

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

WELCOME TO THE 'PARENTS' EVENING' BOOKING SYSTEM. APPOINTMENTS CAN BE WITHDRAWN UP TO 24 HOURS BEFORE THE email confirmation - please ensure your email address is correct.

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

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.

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.

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 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.			
Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening 2 appointments from 16:30 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September 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*.