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www.churchstretton.shropshire.sch.uk



Headteacher: Mr J Parr BA Hons

Thursday, 18 January 2024

Dear Parent/Carer,

Year 7D, H and J Progress Evening Thursday 1st February 15:40 – 18:40

Year 7O and W Progress Evening Thursday 8th February 15:40 – 18:40

We would like to invite you to our Year 7 Progress Evenings which will be face-to-face events held in the school hall and restaurant.

Appointments will be 6 minutes in length including 1 minute to conclude the meeting. Staff will begin to conclude your appointment after 5 minutes. This will allow us to avoid delays, helping the evening to run smoothly and to time. If you require further discussion and/or information beyond the appointment time, then staff will arrange this with you as the appointment concludes.

To assist staff, parents, and carers in keeping to their schedules there will be a countdown timer on the board/screens in the hall and restaurant. A sound will play to indicate when 5 minutes has passed at the end of each appointment. We would be grateful if you could use the seating areas whilst waiting for your appointments and wait for the member of staff to call your name to avoid crowding around teacher tables.

Where your child is taught for more than one subject by a teacher it will only be possible to book one appointment, during which the teacher will provide feedback on your child's progress in all the subjects they teach them. This is to ensure each teacher can meet with as many parents and carers as possible during the evening.

We hope you can attend this important evening and meet your child's teachers to discuss how your son/daughter has settled into their Year 7 studies at Church Stretton School.

The online booking system gives you the opportunity to choose your own appointment times with teachers and you will receive an email confirming these with a link to access your appointment times. It is possible to use the appointment message section to ask teachers questions in advance to focus each meeting and ensure the meeting is as productive as possible. It would also be beneficial if your son/daughter attended alongside you, so they participate in the discussions.

Appointments for both the Year 7D, H and J and 7O and W Progress Evenings can be booked via the School Cloud website from Friday 19th January at 18:00 and will close on Wednesday 31st January at 15:00 for the 7D, H and J evening and on Wednesday 7th February at 15:00 for the 7O and W evening.

Please visit <https://churchstretton.parentseveningsystem.co.uk> to book your appointments.

Login with the following information:

Student's Preferred Name

Student's Surname

Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to book an appointment on your behalf.



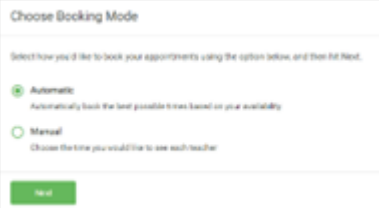
Yours sincerely,

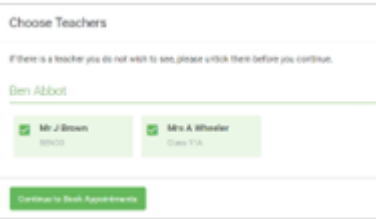
Mr D Bird

Assistant Headteacher

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all the dates listed? Click <i>I am unable to attend</i>.</p>
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> if you would like the system to suggest the shortest possible appointment schedule based on the times, you are available to attend. To pick the times to book with each teacher, choose <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>



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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.



Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you would see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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).



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 click *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.

Once you are 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*.

[Watch the video here about video calls](#)

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
iPhone/iPad: Safari **Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.**
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.