

14 January 2021

Dear Parents,

**Y8 Virtual Subject Parents' Evening – Thursday 28 January 2021**

We know how valuable it is for subject teachers to be able to discuss directly with you how your child is progress, and what steps he can take to improve further. COVID restrictions make our normal Parent's Evening format impossible, so we are using a virtual 'video call' system that has received excellent feedback from parents who have used it already.

The system doesn't require any additional software on your home device (eg. laptop, tablet, phone) as it works through a web browser. We have included further details on how to access it on the back of this letter.

To book your appointments, go to the **Useful Links** section on our websites homepage and click on **Parents Evening Login**, or go directly to [ntkent.schoolcloud.co.uk](https://ntkent.schoolcloud.co.uk). You will be able to book appointments from **6:00pm on 14 January 2021**. There are more details on how to book appointments attached to this letter, and we will be publishing further details via our website to explain how to access your online appointments shortly. If you have any issues with access please email [technical@ntc.kent.sch.uk](mailto:technical@ntc.kent.sch.uk).

Please note that the system will give you a timer for your meeting. The meetings are set at 7 minutes and after this time both parents/student and teacher will be ejected from the meeting. This is to ensure appointments throughout the evening run to time. We would strongly recommend using a Wi-Fi signal when accessing appointments as experience has highlighted mobile signals can be unreliable and cause dropouts. May I also stress that, these meetings are most effective if both parents and students attend.

In these difficult times, we hope this system will help us to still maintain good communication and offer the best guidance to help your son progress. If you need any more general support then do please contact your son's Learning Coach, they will be happy to help.

Yours sincerely



Miss N J Kaur  
Assistant Headteacher

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

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**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 untick 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).

	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 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*.

## Parents' Guide for Booking Appointments

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