

10 March 2021

Dear Parents

Y10 Virtual Subject Parents' Evening – Thursday 25 March 2021

Your son is now at the mid-point of his examination courses, and by this time next year he will be working towards his final examinations. To help support him at this crucial time we have arranged an opportunity for you to meet with your sons' subject teachers.

To book your appointments, go to the **Menu** section on our websites homepage and click on **Parents Evening Tab**, or go directly to ntckent.schoolcloud.co.uk. You will be able to book appointments from **6:00pm Wednesday 10 March 2021**. There are more details on how to book appointments attached to this letter.

The system doesn't require any additional software on your home device (e.g. laptop, tablet, phone) as it works through your normal web browser. There is a video guide available on our website and Facebook page but if you have any issues with access, please email 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. Can I also stress 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 child's progress. If you need any more general support then do please contact your sons Learning Coach, who will be happy to help.

Yours sincerely



Jon Morgan
Deputy Headteacher

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 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 McNamara	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)	Miss B Patel Class 10E (H3)	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*.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
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Browse to <https://ntckent.schoolcloud.co.uk/>