

3 March 2021

Dear Parents,

Rescheduled Y12 to Y14 Virtual Subject Parents' Evening – Thursday 11 March 2021

As you'll be aware, our previous event in January didn't go to plan when our external providers system went down. We know this incident affected a large number of schools on that night, and we have been in regular discussions with the company since then to gain reassurances that such an issue will not reoccur. They have now made concrete assurances with us that the system will be reliable and so we can confirm a new date.

To book your appointments, go to the **Useful Links** section on our websites homepage and click on **Parents Evening Login**, or go directly to ntckent.schoolcloud.co.uk. You will be able to book appointments from **9:00pm Wednesday 3 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 (eg. 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 the Sixth Form team by emailing sixthform@ntc.kent.sch.uk as they will be happy to help.

Yours sincerely



Jon Morgan
Deputy Headteacher

Your Details

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

Email: rabbo4@gmail.com | Confirm Email: rabbo4@gmail.com

Student's Details

First Name: Ben | Surname: Abbott | 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 Abbott

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 Monamara	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	Andrew	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*.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO	A2
16:30	Mr J Brown	Ben	English	E6
16:30	Mr J Brown	Andrew	English	E6
16:30	Mr B Patel	Ben	History	H3
16:30	Mrs A Wheeler	Andrew	Mathematics	M2
16:30	Mrs A Wheeler	Andrew	Science	S1

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*.

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