

6th November 2023

Sixth Form Parents' Evening – Thursday 16th November, 5pm-7.30pm

Dear [Parent Name],

This letter is to advise you that **Year 12 and Year 13 Parents' Evening** for all students will take place on **Thursday 16th November 2023, 5pm-7.30pm** via **SchoolCloud**.

SchoolCloud is a virtual system whereby parents/carers will have an opportunity to book appointments with every one of their child's classroom teachers throughout the evening. SchoolCloud is accessible on any electronic device including a laptop, smartphone or tablet. Please ensure that the device you are using on the evening has a working camera and microphone.

At the progress meetings, you and your child will have the opportunity to discuss their academic progress and goals for this year with individual subject teachers. The progress meetings will cover the following:

Year 12	Year 13
Preparation for forthcoming Assessment Point 1 (API) assessments	Identifying key gaps in knowledge from Assessment Point 4 (AP4) results
How to increase independence and academic accountability in different subject areas	Most purposeful actions your child can take in the next six months
Wider reading to stretch your child's learning	Wider reading to stretch your child's learning
Any attendance / punctuality issues in that subject	Any attendance / punctuality issues in that subject

Given the above, it is of utmost importance that all Sixth Form students and parents/carers attend their progress meetings. Parents' evenings are **compulsory** for parents/carers to attend as a vital part of the partnership between school and home. If, for an exceptional reason, a parent/carer is unable to attend then another trusted adult can join the progress meetings e.g., older siblings, grandparents, or extended family.

Appointment booking for Parents' Evening are **open now** and **close on Wednesday 15th November 2023 at 7pm**. Please visit <https://kensingtonaldridgeacademy.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. Appointments with each teacher will be 6 minutes long, and your child will be able to tell you which teacher has asked to meet with you if they have multiple teachers for one subject.

You are able to login using the following details:

Student name: [Student name]

Student DOB: [Student DOB]

Parent Login code: [Parent Login Code]

If you have any queries regarding the use of SchoolCloud or have trouble with operating the system, please do contact our admin team via email at info@kaa.org.uk.

Yours sincerely,



Mr R Jones
Director of Learning – Year 12



Dr R Davies
Director of Learning – Year 13

Parents' Guide for Booking Appointments

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

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Parent Login Code 0111 1345	Student Date Of Birth 20 July 2000
Email rabbot4@gmail.com	Confirm Email rabbot4@gmail.com

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. Enter your unique login code shared by the school.

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
BENCO

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.

07:20 Please confirm your appointments within 2 minutes

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 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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
In-person

2 appointments from 16:15 to 16:45

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 Monday, 13th September
Video call

2 appointments from 16:00 to 16:45

September Parents Evening Monday, 13th September
In-person

2 appointments from 15:00 to 15:45

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*.