

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 I (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 I 5th 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

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Director of Learning - Year 13



Parents' Guide for Booking Appointments

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



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.



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.



Step 3: Select Booking Mode

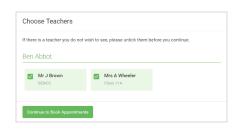
Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose Manual. Then press Next.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Select Availability

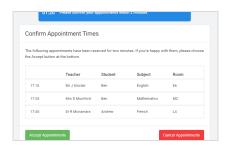
Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



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.





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.

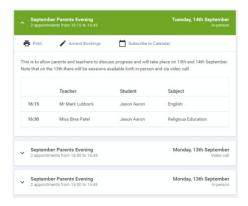


Step 7: Book Appointments

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.



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.