



Ladywood, Birmingham, B15 2EF

0121 729 7100 • enquiries@corecity.academy

Headteacher: Rebecca Bakewell

 @CORECityAcademy @COREeducate

Friday 2<sup>nd</sup> December 2022

**Ref: Year 11 Parents Evening**

Dear Parents/Carers

I am writing to invite you to the Year 11 Parents Evening which is taking place on:

**Thursday 8<sup>th</sup> December 2022 from 4.30pm – 6.30pm.**

The evening provides you with an opportunity to discuss your child's progress with their subject teachers. During the evening, your child will be provided with their GCSE mock exam results and their academic & attendance reports.

We will also be inviting a range of career providers, colleges, sixth forms and apprenticeships for you and your child to speak to and gain advice from when supporting your child in their next stage after year 11.

The meetings will take place in our canteen at Langley Walk. The career providers will be based outside the canteen and extend out to the foyer and one of our classrooms. Parents and students are expected to come into school via the front student entrance on this day.

To avoid disappointment in meeting teachers please ensure appointment times are set before Tuesday 6<sup>th</sup> December 2022.

If you have any questions or queries, please do not hesitate to contact the school on 0121 729 7100.

We will be using a booking system for appointments on the day and we advise you book an appointment at the earliest possibility. The parent link for school cloud and a guide for bookings is below:

Parent Login: <https://city.schoolcloud.co.uk/>

We look forward to seeing you on **Thursday 8<sup>th</sup> December 2022.**

Yours faithfully

Mr. Umar Wazir  
Deputy Headteacher

## Parents' Guide for Booking Appointments



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



**Your Details**

Title: Mrs, First Name: Barbara, Surname: Abbot

Email: j28944@gmail.com, Confirm Email: j28944@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 29 July 2000

### 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.



**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.

Monday, 13th September  
 In-person & video call  
 Click to book

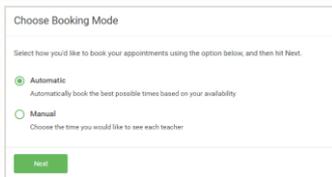
Tuesday, 14th September  
 In-person  
 Click to book

*You are 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.

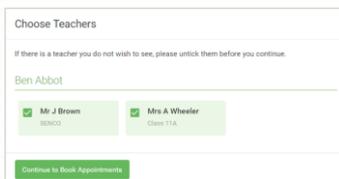
Choose earliest and latest times

14:00 14:36 15:04 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

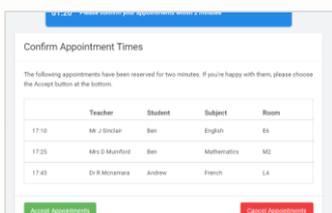
Mr J Brown (SENCO)

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.



**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	ES
17:25 Mrs S Mansford	Ben	Mathematics	M2
17:45 Dr R MacIntyre	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 (AZ) Ben	Miss B Patel Class TCE (HS) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

### Step 7: Book Appointments

Click any of the green cells to make an appointment. Blue cell you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say wh discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of th alert box, press *click here* to finish the booking process.

September Parents Evening			Tuesday, 14th September
7 appointments from 16:30 to 16:45			In-person
			
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	
16:30 Mr Mark Lubbock	Jason Aaron	English	
16:30 Miss Bina Patel	Jason Aaron	Religious Education	
September Parents Evening			Monday, 13th September
2 appointments from 16:00 to 16:45			Video call
September Parents Evening			Monday, 13th September
2 appointments from 16:00 to 16:45			In-person

### Step 8: Finished

All your bookings now appear on the My Bookings page. An e has been sent and you can also print appointments by pressir *Subscribe to Calendar* to add these and any future bookings t

To change your appointments, click on *Amend Bookings*.



**CITY**  
**ACADEMY**

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