



Building Inspiring Caring

Dear Parent / Guardian

Year 12 Parental Consultations – Online 4th November 2021

I have noticed you have not yet had the opportunity to book an appointment at the upcoming consultations. At Blackwater Integrated College we place a high value on parental involvement as we work together to educate our students. Year 12 students have important module exams in Maths, English and Science towards the end of November and early December and it is important that students and parents are aware of what needs to be done in preparation for these exams.

The College will be continuing to use an online system for the next planned parental consultation on Thursday 4th November. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The appointments will take place remotely via the SchoolCloud system.

This year, Year 12 consultations are of particular importance due to the disruption caused by the pandemic during Year 11 and present an opportunity for staff to outline any changes and important dates across all subjects. If you are unable to attend please indicate this on the SchoolCloud system and I will arrange for your child's form teacher to contact you via telephone to relay information from subject teachers.

The opportunity to book an appointment will close tomorrow 3rd November at 12 noon. Should you wish to make any changes after this date please contact the school office.

Please visit <https://blackwateric.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

Login with the following information:

Student's First Name: «Forename»

Student's Surname: «Surname»

(Date of Birth)

If you do not have access to the internet, please contact the school office to arrange a suitable time for a phone call.

Yours sincerely,

M Sunerton
Head of Senior School

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

WELCOME TO THE 'PARENTS' EVENING' BOOKING SYSTEM. APPOINTMENTS CAN BE WITHDRAWN UP TO 24 HOURS BEFORE THE email confirmation - please ensure your email address is correct.

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

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.

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 (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 | E6 |
| 17:25 Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 Dr R Monamara | 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) Ben | Miss B Patel Class 10E (H3) 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 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 |
|---|------------------------------------|------------------------|-------------------------|
| 2 appointments from 16:15 to 16:45 | | | In-person |
| 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 | 2 appointments from 16:30 to 16:45 | Monday, 13th September | Video call |
| September Parents Evening | 2 appointments from 15:00 to 15:45 | Monday, 13th September | In-person |

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*.