

Maiden Beech Academy

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Headteacher: Carl Winch BA (Hons) PGCE NPQH



30 April 2021

Dear Parents

Year 8 Subject Parents' Evening – Monday 10 May 2021 (4pm – 8pm) Online Appointment Booking

I would like to invite you to attend our online Year 8 Parents' Evening on **Monday 10 May 2021**. This will be an opportunity for you to meet with your child's subject teachers.

Last term, we introduced a new online appointment booking system using School Cloud. This allows you to choose your own appointment times and you will receive an email confirming your times and a link to the online video appointments. Bookings are now open and will close on Monday 10 May at 9am; should you wish to make any changes after this time, please contact Reception (01460 72677).

To book your appointment, please visit <https://maidenbeech.schoolcloud.co.uk/>. If you did not attend the Form Tutor Parents' Evening, you will need to complete the following information. Further instructions can be found overleaf.

Maiden Beech Academy

SchoolCloud

Welcome to the Maiden Beech Academy booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth

School Cloud is web-based and can be accessed on a smart phone/ tablet/PC, however if you have any problems making an appointment, then please contact Reception who will be happy to add your appointments on your behalf.

If you have children in other year groups, the dates for the other Subject Parents' Evenings are as follows:

Year 5: Tuesday 25 May

Year 6: Monday 21 June

Year 7: Tuesday 8 June

Yours sincerely

Helen Wood
Deputy Head



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

[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 Abbot

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.

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.

My Bookings

View 11 Selected Evening Appointments

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
17:50	Mr J Brown	Ben	Mathematics M2
18:00	Mrs A Wheeler	Ben	Class 11A L1

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*.