

CITY OF DERBY ACADEMY

Farmhouse Road, Sinfin, Derby DE24 3AR
Tel: 01332 270 450 Email: admin@cityofderbyacademy.org
Web: www.cityofderbyacademy.org
Headteacher: Mr P Smith



Thursday 23 March 2021

Dear Parent/Carer

Year 8 Parents' Evening Thursday 22nd April 2021 - Online Appointment Booking

The coronavirus pandemic has resulted in a number of changes to how schools educate students. It has also changed how our parents' evenings are held as we currently cannot meet parents face to face. Therefore, we are introducing a new intuitive and easy to use online appointment booking system – SchoolCloud.

SchoolCloud allows parents/carers to book appointment times with their child's teachers and appointments are held via video conferencing. Below is a link to a video showing you how the system works. This link is also available to view on our school website:

[Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parenteveningsystem.co.uk\)](https://parenteveningsystem.co.uk)

We have also attached a short guide on how to book appointments to this letter.

Appointments can be made from Monday 29th March 2021 from 4.00pm, please visit our website to do this. We have provided a link here: <https://CODA.schoolcloud.co.uk/>. The closing date to book appointments is Thursday 22nd April at 3.00pm.

Please note: to book appointments you will be required to enter the details of the person registered in school as 'Priority One'. It is important that these details are used otherwise you will experience an issue with logging in.

If you do experience any difficulty or you need to amend your appointments, please do not hesitate to contact Myself or Mr Proudlove via email – abult@cityofderbyacademy.org tproudlove@cityofderbyacademy.org.

Yours sincerely

Mr A Bult
Head of Year 8

Parents' Guide for Booking Appointments

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

The 'Your Details' form contains two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Registration Class (11A). A green 'Log In' button is at the bottom.

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.

The 'Parents' Evening' screen shows a green header and a main area with text: '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.' On the right, there's a section 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and 'Open for bookings' text. A blue link 'I'm unable to attend' is at the bottom.

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*.

The 'Choose Booking Mode' screen has a green header and text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio buttons: 'Automatic' (selected) with the text 'Automatically book the best possible times based on your availability' and 'Manual' with the text 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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.

The 'Choose Teachers' screen has a green header and text: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below the name 'Ben Abbot', there are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (CLASS 11A), both with green checkmarks. A green 'Continue to Book Appointments' button is at the bottom.

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.

The 'Confirm Appointment Times' screen has a green header and text: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below is a table with columns: Teacher, Student, Subject, Room. The table has three rows: 17:10 (Mr J Sinclair, Ben, English, E6), 17:25 (Mrs D Mumford, Ben, Mathematics, M2), and 17:45 (Dr R Monamara, Andrew, French, L4). At the bottom are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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

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) Ben	Miss B Patel Class 10E (H5) Andrew	Mrs A Wheeler Class 11A (L1) 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.

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.

Time	Teacher	Class	Status
16:30	Mr J Brown	SENCO	Booked
16:50	Miss B Patel	Class 10E	Booked
17:00	Mrs A Wheeler	Class 11A	Booked

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*.