

CITY OF DERBY ACADEMY

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Proud Headteacher: Mr P Smith (BA) Hons NPQH



Monday 17 January 2022

Dear Parent/Carer,

Year 9 Parents' Evening Wednesday 9th February 2022 - 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 using the online appointment system SchoolCloud this year, as we did in Year 8.

For parents not aware of this system, SchoolCloud allows parents/carers to book appointment times with their child's teachers and appointments are held via video conferencing. There is a video available to view on our school website showing you how the system works:

<https://www.cityofderbyacademy.org/parents/parents-evenings/>

We have also provided a short guide on how to book appointments on the back of this letter.

Appointments can be made from Monday 24th January 2022 at <https://CODA.schoolcloud.co.uk/>.
The closing date to book appointments is Wednesday 9th February 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, Mrs Woods or Mr Meehan via email –
abult@cityofderbyacademy.org emccann@cityofderbyacademy.org rmeehan@cityofderbyacademy.org

Yours sincerely

Mr A Bult
Head of Year 9

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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.

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: 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.

Teacher	Student	Subject	Room
Mr J Beator	Ben	English	B0
Mrs S Moorford	Ben	Mathematics	M2
Dr H McNamara	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).

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.

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*.