

# CITY OF DERBY ACADEMY

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Proud Headteacher: Mr P Smith (BA) Hons NPQH



16 February 2022

Dear Parent/Carer,

## Year 8 Parents' Evening 10<sup>th</sup> March 2022 3:30pm-6:30pm - Online Appointment Booking

I would like to introduce myself as the current Head of Year 8. I am writing to invite you to the upcoming Year 8 parents' evening, this event will be online using the SchoolCloud appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The appointments will run via video conferencing. Below is a link to a video showing you how the system will work.

<https://bit.ly/schoolcloudappointments>

We have also attached a short guide on how to make appointments.

Appointments can be made from Friday 18<sup>th</sup> February at 4.00pm and will close on Thursday 10<sup>th</sup> March at 3:00pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://CODA.schoolcloud.co.uk/> to book your appointments. Please note it is the details for 'priority contact 1' which have been uploaded. You need to make sure the details match exactly to be able to log in. If you experience any difficulty in logging in, please contact [mlowe-bird@cityofderbyacademy.org](mailto:mlowe-bird@cityofderbyacademy.org) or [arerrie@cityofderbyacademy.org](mailto:arerrie@cityofderbyacademy.org) so we can assist.

If you have any further queries please do not hesitate to contact me.

Yours sincerely

Mr Lowe-Bird  
Head of Year 8

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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*.