

Wednesday 4th November 2020

Parents' Evening - Autumn Term 2020
Between 9th November and 19th November
3 30 pm - 6 00 pm



Dear Parents and Carers

It is time for our first Parents' Evening of this academic year. This is an opportunity for you and your child's teacher to talk about how your child is settling in to the year, their academic progress and achievements together with their learning attitudes.



Due to the ongoing Covid situation, this year we will be doing things slightly differently. Instead of sitting face to face with your child's class teacher, we will be offering 10 minute telephone call slots.

Sessions will be available to book as a link through the School Gateway. When you log in you will be able to see the dates available for your child's class teacher.

To log in, you will need to input in your details (this is the first contact as registered on the School Gateway. If at this point it doesn't accept your name in full, please use your forename initial only, followed by your surname.) You will then be prompted to input your child's information. Please see attached booking guide.

The system will be open for bookings from Thursday 5th November. Please ensure that school have your up to date details such as your phone number, and email address in order to access the parents evening booking system.

Alternatively, if you are unable to log on to the system, you can telephone the school office who will be happy to arrange your appointment.

At the time of your telephone appointment, please watch out for a withheld number calling you. This will be your child's class teacher.

As always, thank you for your continued support.

Yours sincerely

Mrs K Green
Executive Headteacher

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p>																				
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book. Unable to make any of the dates listed? Click <i>I'm unable to attend</i>.</p>																				
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>. We recommend choosing the automatic booking mode when browsing on a mobile device.</p>																				
	<p>Step 4: Choose Teachers</p> <p>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.</p>																				
<table border="1"> <thead> <tr> <th></th> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>17:10</td> <td>Mr J Sinclair</td> <td>Ben</td> <td>English</td> <td>E5</td> </tr> <tr> <td>17:25</td> <td>Mrs D Mumford</td> <td>Ben</td> <td>Mathematics</td> <td>M2</td> </tr> <tr> <td>17:45</td> <td>Dr R McNamara</td> <td>Andrew</td> <td>French</td> <td>L4</td> </tr> </tbody> </table>		Teacher	Student	Subject	Room	17:10	Mr J Sinclair	Ben	English	E5	17:25	Mrs D Mumford	Ben	Mathematics	M2	17:45	Dr R McNamara	Andrew	French	L4	<p>Step 5a (Automatic): Book Appointments</p> <p>If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose <i>Accept</i> 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).</p>
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	<p>Step 5b (Manual): Book Appointments</p> <p>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 <i>Delete</i>. 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 <i>click here</i> to finish the booking process.</p>																				
	<p>Step 6: Finished</p> <p>All your bookings now appear on the <i>My Bookings</i> page. An email confirmation has been sent and you can also print appointments by pressing <i>Print</i>. Click <i>Subscribe to Calendar</i> to add these and any future bookings to your calendar. To change your appointments, click on <i>Amend Bookings</i>.</p>																				