

Headteacher: Mr Andy Kelly

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13 December 2023

Dear Parent/Carer

I would like to take this opportunity to invite you to our Year 11 Parents' Evening Monday 15 January 2024. The evening will enable you to:

- receive a copy of your child's latest report, including mock examination grades.
- discuss the progress of your child in each of the subject areas and next steps.
- receive information about after school intervention sessions (Tuesdays – Fridays 3-4pm) which will start in January. Individual intervention timetables will be issued.

During the evening refreshments will be available for parents/carers in the school canteen. Members of the senior leadership team, pastoral managers and SEND leaders will also be based in the canteen to offer further support / guidance.

Please visit the SchoolCloud address below to book 5-minute appointments with your child's teachers.

<https://parksidecs.schoolcloud.co.uk>

A short guide on how to log in and add an appointment, plus a troubleshooting guide which can be found below.

Appointments can be made from **Monday 18 December 2023**. If you experience any technical difficulties please refer to our troubleshooting guide. If this does not resolve the issue, please send a message via info@parkside.derbyshire.sch.uk to request further support.

Yours sincerely

L Asher
Deputy Headteacher

Parents' Guide for Booking Appointments

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

Welcome to the school's new parents' evening booking system. Appointments can be booked via the system only if email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2008

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[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 Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 4: 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.

September Parents Evening Tuesday, 14th September
2 appointments from 16:15 to 16:45

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September
2 appointments from 16:00 to 16:45

September Parents Evening Monday, 13th September
2 appointments from 15:00 to 15:45

Step 5: 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*.

Troubleshooting Common SchoolCloud Problems

Error: Unable to find a parent and/or student with those details. Please check and try again.

SchoolCloud checks all names entered against contact details registered with the school.

As such, appointments need to be made using the main contact details registered with school (including parental responsibility).

The system uses students preferred names, the same as used on class registers.

If you are still having issues after checking all details, please contact the school reception, who will be able to confirm if the details we hold are correct.

Unsupported Browser Error

If you encounter an error saying your browser is not supported, please ensure your browser is up to date and you are running the newest version of your phone's OS.

If the error persists please try using an alternative supported browser, such as Chrome, Firefox, Safari or Edge.

Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use a different device.

Missing appointment email on the day of a Parents/Carers Evening

An email reminder is automatically sent 1 hour before the evening starts. Please check all your email folders, including your spam folder. If you can't find the email, you can still log on directly via <https://parksidecs.schoolcloud.co.uk> to access your appointments.