



HENLEY BANK HIGH SCHOOL

24th November 2023

Dear Parents and Carers,

Re Academic Review Evening

After our term of extremely hard work from the students, we are very pleased to invite parents and carers to our virtual Academic Review Evening for Year 11 students on Thursday 21st December between 4:00pm and 7:00pm and on Friday 22nd December between 9:00am and 12:00pm. This evening will allow you to discuss your child's academic progress so far this year, their performance in the recent PPE examinations and what the students can do to improve even further for the rest of this year.

To host the Academic Review Evening, we will be using software called School Cloud which allows parents and carers to make appointments with their child's teachers. School Cloud will also host the video calls with teachers. To ensure that we can maximize the opportunity for all parents and carers to speak to as many teachers as possible, appointments will be limited to 4 minutes 30 seconds per teacher, with a student being able to see a maximum of 7 teachers. You can book appointments across both the evening and morning.

You can grant access to your video appointment to one other person (This access can be granted at the time of booking or later if required) and we ask that if parents or carers are at different locations, please use this option and book one appointment per student per teacher and do not book two separate appointments. This will enable teachers to be available to as many students as possible.

To access our School Cloud booking system, please visit <https://henleybank.schoolcloud.co.uk> School Cloud will ask for the following information when you log in, your title, forename and surname, your child's forename and surname as well as your child's date of birth. These will be checked against the records that we have stored on our system to ensure security when logging in.

When logging in, you will also be asked for an email address, this does need to match the email address that we hold at the school, this will be the email address that School Cloud send the confirmation of appointments to. Please note if you have multiple children who have the same Academic Review Evening, you will only need to log in with one child's details and all applicable children will be visible.

Booking for Academic Review Evening will begin on **Monday 27th November at 6:30pm**. Booking for Academic Review Evenings will end at 3:00pm on Wednesday 20th December.

There are more details on how to make appointments using School Cloud in the guide at the foot of this letter.

If you have any questions or require any further information on Academic Review Evening, please do not hesitate to email the school on admin@henleybankhighschool.co.uk

Yours faithfully

Mr G Dakin
Assistant Headteacher

Parents' Guide for Booking Appointments

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

Welcome to the Henley Bank Parents' Evening Booking System. Appointments can be booked via the link on your email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbo4@gmail.com | Confirm Email: rabbo4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

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.

Parents' Evening

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.

Click a date to continue:

- Thursday, 16th March
Open for bookings >
- Friday, 17th March
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 Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 | 14:36 | 15:24 | 16:12 | 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

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

Ben Abbot

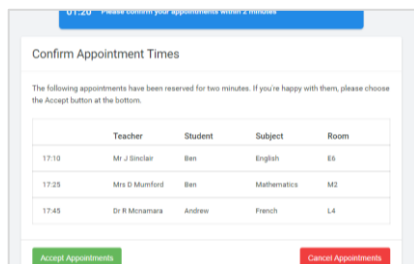
Mr J Brown (BENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

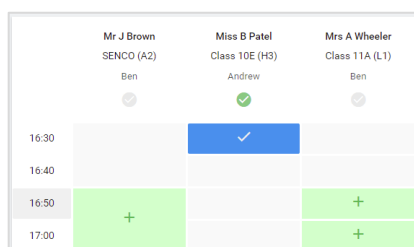
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 6: Book Appointments (Automatic)

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 7: 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.

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 8: 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*.