



14th October 2025

Dear Parents and Carers,

Re: Academic Review Evening

After a term of extremely hard work from students, we are very pleased to invite parents and carers to our Academic Review Evening for Year 12 students on Thursday 23rd October between 4:00pm and 6:30pm. This incredibly important evening will allow you to discuss your child's academic progress so far this year and what the students can do to improve even further for the rest of this year - a vital exercise at the beginning of A Level studies. This will be an in person Academic Review Evening, hosted at school in The Mill. (Please note, virtual appointments are available if you are unable to attend).

To host the Academic Review Evening, we will be using software called School Cloud which allows parents and carers to make appointments with their student's teachers. (School Cloud will also host the video calls with teachers if needed). To ensure that we can maximise the opportunity for all parents and carers to speak to as many teachers as possible, appointments will be limited to 8 minutes per teacher. There are some subjects where the teacher may become fully booked, in this instance it will be first-come, first-served in the booking system.

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 not need to match the email address that we hold at the school, this will be the email address that School Cloud sends 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 today **Tuesday 14th October at 6:30pm**. Booking for Academic Review Evenings will end at **4:00pm on Thursday 22nd October**.

There are more details on how to make appointments using School Cloud in the guide at the foot of this letter. There are also some suggested questions to consider before attending the Academic Review Evening, to help structure the conversations and ensure they are purposeful.

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

Yours faithfully

Mr F Derbyshire
Assistant Headteacher

Stephen Derry, Headteacher

Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF
T: 01452 863372 | E : admin@henleybankhighschool.co.uk | W: www.henleybankhighschool.co.uk

Henley Bank High School is proud to be part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England and Wales. Company number 7633694. Registered office: Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton SM1 4AF.



Parents' Guide for Booking Appointments

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

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: Select Availability

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

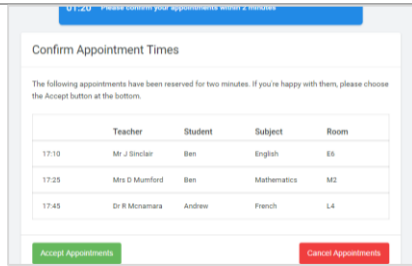
Step 5: Choose Teachers

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

Stephen Dery, Headteacher

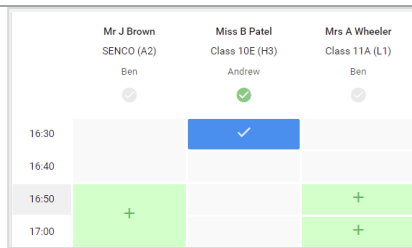
Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF
T: 01452 863372 | E: admin@henleybankhighschool.co.uk | W: www.henleybankhighschool.co.uk

Henley Bank High School is proud to be part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England and Wales. Company number 7633694. Registered office: Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton SM1 4AF.



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.

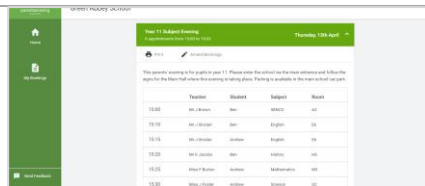


Step 7: Book Appointments

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*.

Questions to consider before attending Academic Review Evening:

- **What is the overview of the course?** Ask teachers about the course structure, including any questions you may have about assessment. If you have time to look at the course online before the event, this could help inform your discussions.
- **What is being set for independent study tasks?** Ask teachers about their independent study tasks, what they are setting and why the tasks are helpful in supporting the study of A Levels.
- **How are independent study tasks assessed?** Ask teachers how the tasks are assessed in class and through checks. If you have any questions about these checks, this is a good opportunity to ask teachers.
- **How is your child progressing in lessons?** Ask teachers about the application of your child in lessons and how they are finding the transition to A Level. This is a good time to raise any concerns you may have if the student has raised that they are struggling in particular subjects.
- **What can my child be doing as extra to help them be successful in this course?** Ask teachers about what your child can do to go above and beyond in their subject and ensure they are super successful in their A Level studies.

Stephen Dery, Headteacher

Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF
T: 01452 863372 | E : admin@henleybankhighschool.co.uk | W: www.henleybankhighschool.co.uk

Henley Bank High School is proud to be part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England and Wales. Company number 7633694. Registered office: Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton SM1 4AF.