



12th November 2025

Dear Parents and Carers,

Re: Virtual Academic Review Evening

After a 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 7 students on Wednesday 17th December between 4:00pm and 7:00pm and on Friday 19th December between 9:00am and 12:00pm. These sessions will allow you to discuss your child's academic progress so far this year, the upcoming mid-year assessments and what the students can do to improve even further for the rest of the academic 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 3 minutes and 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 not 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 **Tuesday 2nd December at 6:30pm**. Booking for Academic Review Evenings will end at 3:00pm on Wednesday 17th 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
Co-Head of School

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



Parents' Guide for Booking Appointments

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

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 Appointments can be withdrawn via the schoolcloud site.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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@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.

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 Derry, Headteacher

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01/20 Please confirm your appointments within 2 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

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.

My Bookings

Page 11 Bookings Summary
Thursday 10th April

This page is showing a list of appointments for page 11. Please verify the details on the main calendar and follow the signs for the class that indicate the booking is being placed. You can go to available in the main calendar page.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Mr J Brown	Ben	English	E6
16:50	Mr J Brown	Ben	English	E6
17:00	Mr J Brown	Ben	English	E6
17:10	Miss B Patel	Andrew	Mathematics	M2
17:25	Dr R Monamara	Andrew	French	L4
17:45	Miss A Wheeler	Ben	Mathematics	M2

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*.

Stephen Derry, Headteacher