



3rd December 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 13 students on Thursday 11th December between 4:00pm and 6:30pm. This evening will allow you to discuss your child's academic progress and what the students can do to improve even further in preparation for the final exams this summer. This will be an in person Academic Review Evening, hosted at school. (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 is now live.

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

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Parents' Guide for Booking Appointments

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

WARNING: For the Henley Bank Parents' Evening Booking System, appointments can be withdrawn. For more information, please ensure your email address is correct.

Your Details

Title	First Name	Surname
Ms	Rachael	Abbot

Email

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

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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	>
Friday, 17th March	>

[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

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

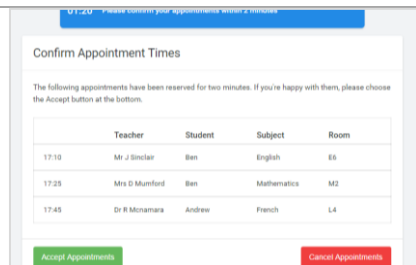
Step 5: Choose Teachers

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

Stephen Derry, Headteacher

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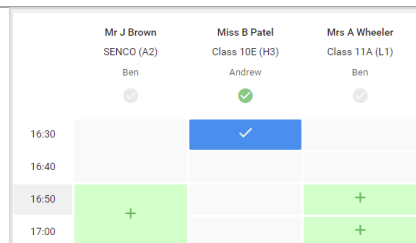
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Step 6: Book Appointments (Automatic)

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 course content is remaining?** Ask teachers about any new subject material still to be introduced, will there be time to go back over 'insert trickier topic'?
- **What is being set for independent study tasks and how is my child tackling this?** 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 much of this work is completed by my child?
- **What areas of improvement are needed from the PPE's?** Ask teachers if there were common themes in areas that were weaker than others and what steps can be taken to improve these at school/home.
- **What can we do to support them at home?** Any revision guides, flash cards, revision techniques.

Stephen Derry, Headteacher

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