

Tollbar Academy



Ref: NJW/ELC 21 April 2022

Dear Parent/Carer

Year 9 Parents' Evening – Tuesday 3 and Wednesday 4 May 2022: 17:00 to 20:00 Online Appointment Booking and Video Appointments

I would like to invite you to attend our Y9 Parents' Evenings on Tuesday 3 and Wednesday 4 May 2022. These are important evenings which enable discussion regarding student progress and consultation with regards to subject option choices.

The Parents' Evening will take place on the following evenings for each subject:

Tuesday - for Art, Business Studies, Creative Imedia, Mathematics, Music, Performing Arts, Science (shown as 'Biology'), Technology, Textiles.

Wednesday - for Citizenship, English, Geography, History, Modern Languages, Physical Education and Religious Education.

The Academy continues to utilise the intuitive and easy to use SchoolCloud online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Friday 22 April 2022 and will close on Friday 29 April 2022. Should you wish to make any changes after this date, please contact the Academy office – either on www.enquiries@tollbaracademy.co.uk with the title Year 9 Parents' Evening, or alternatively ringing the Academy on 01472 500505 and asking to speak to the Parents Evening Co-ordinator, Mr Watson.

Please visit https://tollbaracademy.schoolcloud.co.uk to book your appointments. A short guide on how to add appointments is included with this letter. You will need to log in with the following information:

Student's First Name:

Student's Surname:

Student's Date of Birth:

Please note that in order for a parent to create a log in on the SchoolCloud, you must have parental responsibility on our system and your personal details must match the data we hold.

Information on how to join video appointments can be found at:

https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

If you do not have access to the internet, please contact the Academy office (details above) so that a telephone meeting can be arranged instead.

We look forward to speaking to you on the Parents' Evenings.

Yours faithfully

Mr N White Principal

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Station Road

New Waltham

Grimsby DN36 4RZ T. 01472 500505

E. enquiries@tollbaracademy.co.uk

www.tollbaracademy.co.uk

Principal: Mr N J Whittle

Parents' Guide for Booking Appointments



Browse to https://tollbaracademy.schoolcloud.co.uk/



Step 1: Log in

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 would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

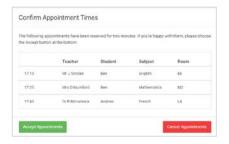
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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



Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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 5b).



Step 5b (Manual): 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 alternative time.

You can optionally leave a message for the teacher to say what you would like to discuss, or raise anything beforehand.

Once you have finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation will be sent and you can also print off the 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.