



CHRIST THE KING

CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

WITH THE POWER TO ACT

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 Headteacher: Mrs E Wheeler BSc (Hons)

NDM/PG

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Dear Parents/Carers

With reference to Mrs Chamberlain's communication last week, we will be conducting Year 10 Parents' Evening online on Thursday 11 February. We are moving to a system that has been successfully used by a number of schools called 'School Cloud' (<https://christtheking-school.schoolcloud.co.uk/>). You will be able to book appointments with teachers between the times of 9.30 am and 4.00 pm.

Once logged onto the School Cloud website, you can easily arrange the appointments for your child. The appointments will be conducted in a web browser, similar to a 'Zoom' meeting or 'Google Meet' meeting. The web browser can be on any suitable device, eg laptop, iPad, Android tablet, mobile phone. Please note the video can be turned off by either teacher or parent if an audio only meeting is preferred. The meetings are fixed at seven minutes and will **automatically** terminate once the allowed time limit has been reached. The teacher cannot extend the time, so once seven minutes is reached, School Cloud will terminate the conversation.

Please find below instructions on how to book your appointments. Once the appointment is made, all that remains is for you to log back on to the same site on Thursday 11 February and follow the instructions to start your meeting with the teacher. Please note that as appointments are limited to seven minutes, please ensure you are ready to start on time. If you prefer to watch an instructional video then go to <https://vimeo.com/473882995>

Please note that the teachers for the Science classes are as follows:

Class	Teacher(s)
10TS1	Miss Murtha-Jackson (Biology), Miss Davies (Chemistry), Mrs O'Connor-Green (Physics)
10A2	Miss Millington (found under Biology)
10A3	Miss O'Kane (found under Biology)
10B1	Miss O'Connor Green (found under Biology)
10B2	Mr Dorr (found under Biology)
10B3	Mr Wrathall (found under Biology)

This is a new way of working for both teachers and parents and there will undoubtedly be teething problems. In the event of any technical difficulties, teachers will try to make contact by phone instead. If you have any queries then please do not hesitate to contact me (mccoun@christtheking-school.com) and I will try and get back to you as soon as possible.

Kind regards.

N McCourt
Assistant Headteacher

(Please scroll down for instructions.)

Parents' Guide for Booking Appointments

Browse to <https://christtheking-school.schoolcloud.co.uk/>

The form is divided into two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbotk@gmail.com), and Confirm Email (rabbotk@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date of Birth (20 July 2000). A 'Log In' button is at the bottom.

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.

The screen shows a green header 'Parents' Evening'. Below it, there's a message: '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.' There are two date options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' links and right-pointing arrows. At the bottom, there is a link '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*.

The screen has a header 'Choose Booking Mode'. Below it, a message says: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio buttons: 'Automatic' (selected) and 'Manual'. Under 'Automatic', it says 'Automatically book the best possible times based on your availability'. Under 'Manual', it says 'Choose the time you would like to see each teacher.' A 'Next' button is at the bottom.

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.

The screen has a header 'Choose Teachers'. Below it, a message says: 'If there is a teacher you do not wish to see, please untick them before you continue.' Under 'Ben Abbot', there are two checkboxes: 'Mr J Brown' (checked) and 'Mrs A Wheeler' (checked). Below the checkboxes are labels 'SENCO' and 'Class 11A'. A 'Continue to Book Appointments' button is at the bottom.

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

The screen has a header 'Confirm Appointment Times'. Below it, a message says: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' There is a table with columns: Teacher, Student, Subject, Room. The table contains three rows of appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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

Step 5a (Automatic): Book Appointments

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 5b).

The screen shows a grid for manual booking. The columns are labeled with teachers: 'Mr J Brown' (SENCO (A2)), 'Miss B Patel' (Class 10E (H3)), and 'Mrs A Wheeler' (Class 11A (L1)). The rows are labeled with times: '16:30', '16:40', '16:50', and '17:00'. A green checkmark is in the cell for Mr J Brown at 16:30. A blue checkmark is in the cell for Miss B Patel at 16:40. Green cells with a '+' sign are in the cells for Mr J Brown at 16:50 and Mrs A Wheeler at 16:50. Grey cells are in the cells for Miss B Patel at 16:50 and Mrs A Wheeler at 16:50.

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 alternate time.

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

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.

The screen shows a green header 'My Bookings'. Below it, there's a message: 'Your appointments have been confirmed. You will receive an email confirmation of your appointments. If you are unable to attend, please contact the school.' There is a table with columns: Teacher, Student, Subject, Room. The table contains four rows of appointments. At the bottom, there are two buttons: 'Print' and 'Amend Bookings'.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Momamara	Andrew	French	L4
Mr J Brown	Ben	English	E6

Step 6: 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*.