



# THE CORBET SCHOOL

Headteacher Dr Jane Tinker BSc MA(Ed) EdD NPQH

10<sup>th</sup> June 2021

Dear Parent/Carer

## Year 10 Parents' Evening

On Thursday 17<sup>th</sup> June, we will be holding a 'video call' Year 10 Parents' Evening. The evening will give the opportunity for parents/carers to have appointments with teachers to review their child's progress and effort so far this year. Furthermore, there should be an opportunity to discuss Year 10 exams, which are timetabled for the week beginning 21<sup>st</sup> June (pupils were issued with timetables before the half term holiday).

Due to COVID-19 restrictions, we have been using a new online appointment booking and video calling system for parents' evenings provided by a company called schoolcloud. Overall, we have received positive feedback from parents. As such, we are hopeful that the Year 10 parents' evening will run smoothly for everyone and provide a positive experience for teachers and parents/carers alike. I would ask that parents/carers are patient with teachers; broadband speeds (parents' and teachers') can sometimes have an impact on this new way of working.

**Appointments can be made from Friday 11<sup>th</sup> June at 6pm.**

Please visit <https://corbet.schoolcloud.co.uk/> to book your appointments.

**Please read the Parents' Guide included below before booking appointments. Please also take some time to watch the videos included below before the parents' evenings to ensure you understand the system and have all your browser device settings correctly configured.**

Appointments can be arranged between 3.45pm and 8pm (depending upon teacher availability). Appointments will be a maximum of 5 minutes in duration in an attempt to provide as many parents/carers as possible with a slot. **Please consider prioritising booking appointments with teachers in subject areas of particular concern based on Year 10 reports you will have recently received.**

It is requested that you involve your son / daughter in the parents' evening appointments where possible.

Should you have any questions in advance of the parents' evenings, please contact [admin@corbetschool.net](mailto:admin@corbetschool.net).

Yours sincerely

Mr G Simms  
Deputy Headteacher

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## Parents' Guide for Booking Appointments

1. Browse to <https://corbet.schoolcloud.co.uk/>
2. 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.
3. 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.
4. 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.
5. 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.
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).
7. Book Appointments (Manual): 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.
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.
9. To change your appointments, click on Amend Bookings.

### How to attend appointments over video call

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

### Troubleshooting Issues

<https://support.parentseveningsystem.co.uk/article/807-video-troubleshooting-camera-and-microphone-access>

### How to invite another parent/guardian to join your appointments

<https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>