



THE CORBET SCHOOL

Headteacher Dr Jane Tinker BSc MA(Ed) EdD NPQH

Wednesday 17th November 2021

Dear Parent/Carer

Year 11 Parents' Evening

On Thursday 2nd December, we will be holding a 'video call' Year 11 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.

As you may be aware, last year we used an online appointment booking and video calling system for parents' evenings provided by a company called schoolcloud. The feedback we received from parents/carers and teachers was overwhelmingly positive. As such, we have decided to continue to work with schoolcloud to run parents' evenings this year. 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 26th November at 6pm.
Please visit <https://corbet.schoolcloud.co.uk/> to book your appointments.

Appointments can be arranged between 4pm to 7pm. Appointments will be a maximum of 5 minutes in duration to provide as many parents/carers as possible with a slot.

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

Should you have any questions in advance of the parents' evenings, please contact 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>