



**Morton Academy**  
The best in everyone™  
Part of United Learning

Y11 / CA

19<sup>th</sup> October 2023

Dear Parent/Carer

**Year 11 Parents' Evening**  
**Wednesday, 1<sup>st</sup> November 2023, 4.00pm-7.00pm**

We would like to invite you to our forthcoming Year 11 Parents' Evening on Wednesday, 1<sup>st</sup> November from 4:00pm to 7:00pm.

The aim of the evening is to enable you to meet your child's teachers, and to discuss how he/she is getting on in all of their subjects at the Academy.

The Academy uses an online appointment booking system which allows you to choose an appointment time with your child's teachers. Please visit <https://mortonacademy.schoolcloud.co.uk/> to book your appointments (a guide on how to add appointments is included with this letter). Appointments can be made from Friday, 20<sup>th</sup> October at 8:00am and will close on Monday, 30<sup>th</sup> October at 10:00pm. Should you wish to make any changes after this date please contact the Academy. If you are unable to access a computer, please contact Claire Allen who will add your appointments on your behalf.

Appointments are issued on a first come first served basis. Each consultation should last no longer than 5 minutes. We advise that you arrive in plenty of time for your appointment.

We look forward to seeing you on Wednesday, 1<sup>st</sup> November.

Yours sincerely

**Claire Nugent**

Miss Claire Nugent  
Head of Year 11



## Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date Of Birth (with dropdown menus for day, month, and year).

### 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 screenshot shows a page titled 'September Parents Evening'. It contains a list of available dates for booking, including Monday 12th September and Tuesday 13th September. There are instructions for parents to click on a date to continue or to click 'I'm unable to attend' if they cannot 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 screenshot shows a screen titled 'Choose Booking Mode'. It offers two options: 'Automatic' (selected by default) and 'Manual'. The 'Automatic' option is described as 'to automatically book the best possible time based on your availability'. The 'Manual' option is described as 'to record the time you wish to go to see each teacher'. A 'Next' button is visible 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 screenshot shows a section titled 'Choose Teachers' and 'Choose earliest and latest times'. It includes a slider for selecting the earliest and latest times for the appointment. The current selection is from 14:00 to 17:00.

### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a screen titled 'Choose Teachers'. It lists teachers and allows them to be selected or deselected. Two teachers, Mr J Brown and Mrs K Atwell, are shown with green checkmarks indicating they are selected. A 'Continue to next appointment' button is at the bottom.

### 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.



### 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.

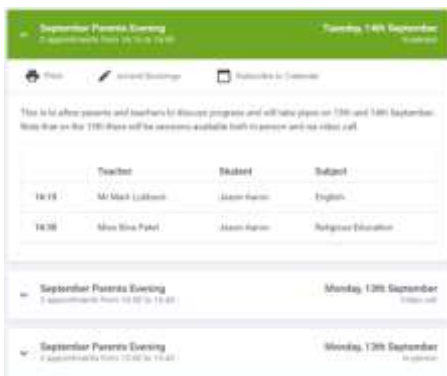


### Step 7: Book Appointments

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*.

