



# Morton Academy

The best in everyone™

Part of United Learning

Yr7/ CA

3<sup>rd</sup> December 2024

Dear Parent/Carer

## Year 7 Parents' Evening

**Wednesday, 11<sup>th</sup> December 2024, 4.00pm – 7.00pm**

We would like to invite you to our forthcoming Year 7 Parents' Evening on Wednesday, 11<sup>th</sup> December. The aim of the evening is to enable you to meet your child's teachers, and to discuss how they are getting on at the Academy.

The Academy uses an online appointment booking system which allows you to choose appointment times 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, 6<sup>th</sup> December at 8:00am and will close on Monday, 9<sup>th</sup> December 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.

Could you please complete the attached slip below to confirm whether or not you will be attending and return to your child's tutor by Friday, 6<sup>th</sup> December.

We look forward to seeing you on Wednesday, 11<sup>th</sup> December.

Yours sincerely

*C Allen*

Mrs C Allen  
Administrator

✂-----

### Year 7 Parents' Evening – Wednesday, 11<sup>th</sup> December 2024

Name of Student:

Team:

I will / will not\* be attending the Year 7 Parents' Evening

Signed: \_\_\_\_\_ (parent/carers)

Date: \_\_\_\_\_

\*Please delete as appropriate

Richard Rose Morton Academy, Wigton Road, Carlisle CA2 6LB

☎ 01228 822644 • ✉ info@rrma.org.uk • [www.rrma.org.uk](http://www.rrma.org.uk)

Richard Rose Morton Academy is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.



# Morton Academy

The best in everyone™

Part of United Learning

## Parents' Guide for Booking Appointments

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

### 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.

### September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September.

Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September

In-person & video call

[Open for bookings](#)

Tuesday, 14th September

In-person

[Open for bookings](#)

[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*.

### Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic

Automatically book the best possible times based on your availability

Manual

Choose the time you would like to see each teacher.

Next

### 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.

### Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times



Your availability: 14:00 - 17:00

### Step 4: Select Availability

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

### Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot



Mr J Brown

SENCO



Mrs A Wheeler

Class 11A

Continue to Book Appointments

### 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.

Richard Rose Morton Academy, Wigton Road, Carlisle CA2 6LB

☎ 01228 822644 • ✉ info@rrma.org.uk • [www.rrma.org.uk](http://www.rrma.org.uk)

Richard Rose Morton Academy is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.



# Morton Academy

The best in everyone™

Part of United Learning

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:20	Mrs D Mumford	Ben	Mathematics	M2
17:40	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## 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.

**September Parents Evening** Tuesday, 14th September  
2 appointments from 16:15 to 16:45

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September  
2 appointments from 16:00 to 16:45 Video call

September Parents Evening Monday, 13th September  
2 appointments from 15:00 to 15:45 In-person

## 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*.