

LL/CA

29th February 2024

Dear Parent/Carer

Year 9 Parents' Evening Wednesday, 6th March 2024

We would like to invite you to our forthcoming Year 9 Parents' Evening on Wednesday, 6th March from 4:00 pm to 7:00 pm.

The aim of the evening is to enable you to meet your child's teachers, and to discuss how they are 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, 1st March at 8:00am and will close on Monday, 4th March 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, 6th March.

Yours sincerely

Lisa Leigh

Lisa Leigh
Head of Year 9

Parents' Guide for Booking Appointments

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

Welcome to the Morton Academy Parents' Booking System. Appointments can be booked for your child's email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

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

14:00 14:36 15:24 16:12 17:00

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
BENCO

☒ 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.

U+L2U - Please confirm your appointments before 5 minutes

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 | E8 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | 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
2 appointments from 16:15 to 16:45

Tuesday, 14th September
In-person

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
2 appointments from 16:00 to 16:45

Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45

Monday, 13th September
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*.