



# Morton Academy

The best in everyone™

Part of United Learning

Yr10/ CA

12<sup>th</sup> May 2022

Dear Parent/Carer

## Year 10 Parents' Evening

**Wednesday, 18<sup>th</sup> May 2022, 4.00pm – 7.00pm**

We would like to invite you to our forthcoming Year 10 Parents' Evening on Wednesday, 18<sup>th</sup> May 2022.

The aim of the evening is to enable you to meet your child's tutor, and to discuss how they are getting on at the Academy.

The Academy uses an online appointment booking system which allows you to choose an appointment time with your child's tutor. 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, 13<sup>th</sup> May at 8:00am and will close on Monday, 16<sup>th</sup> May 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 Monday, 16<sup>th</sup> May 2022.

We look forward to seeing you on Wednesday, 18<sup>th</sup> May 2022.

Yours sincerely

*C Allen*

Mrs C Allen  
Administrator

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## Year 10 Parents' Evening – Wednesday, 18<sup>th</sup> May 2022

Name of Student:

Team:

I will / will not\* be attending the Year 10 Parents' Evening

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

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

\*Please delete as appropriate



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## Parents' Guide for Booking Appointments

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

Important: For the 'School Money Parents' booking system, appointments can be cancelled via a link from the 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.



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01:20 Please confirm your appointments within 2 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     | E6 |
| 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.

| Teacher       | Student | Subject     | Room |
|---------------|---------|-------------|------|
| Mr J Brown    | Ben     | English     | E6   |
| Miss B Patel  | Andrew  | Mathematics | M2   |
| Mrs A Wheeler | Ben     | French      | L4   |

  

| Time  | Mr J Brown | Miss B Patel | Mrs A Wheeler |
|-------|------------|--------------|---------------|
| 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 16:45

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*.