



Emmanuel CE Middle School

Howe Lane, Verwood, Dorset, BH31 6JF
office@emmanuel.dorset.sch.uk www.emmanuel.dorset.sch.uk
Tel: 01202 828100 Fax: 01202 828104
Headteacher: Mr Rob Christopher, BSc (Hons) PGCE
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

11th November 2020

Dear Parents/Carers,

Parents Evenings - w/c Monday 23rd November 2020

You are invited to a virtual parent - teacher consultation, dates of which are listed below. The intention is that these consultation meetings provide an opportunity for you to discuss your child's "next steps in learning".

As we are unable to hold these meetings in person, we will be doing these using the School Cloud Parents' Evening system, instructions for this can be found at the end of this letter. The online appointment booking will go live on Wednesday 11th November at 6pm and will close at 9am on the day of each parents evening.

These consultations will be with your child's class tutor with a focus on how they have settled into the new year both pastorally and academically - including their attitude to learning across all subjects.

Please note that the School Cloud School Parents' evening system automatically starts and finishes the meetings at the given slots and these cannot be over-ridden. It would be helpful to have checked your computer camera and microphone are set up in advance to ensure the full consultation time can be utilised. Each appointment slot is 8 minutes.

Year 5	Tuesday 1 st Dec 4pm - 6.30pm	Thursday 3 rd Dec 4pm - 6.30pm
Year 6	Wednesday 25 th Nov 2.15pm - 7pm	
Year 7	Monday 23 rd Nov 4pm - 6.30pm	Thursday 26 th Nov 4pm - 6.30pm
Year 8	Tuesday 24 th Nov 2.15pm - 7pm	

Yours faithfully,

Mr M Timmins
Leader for Pupil Achievement

Enc



WIMBORNE
Academy Trust

Allenbourn Middle School Colehill First School Emmanuel Middle School Hayeswood First School
Hillside First School Lockyer's Middle School Merley First School Pamphill First School Queen Elizabeth's School
St John's First School St Michael's Middle School Verwood First School Witchampton First School

Wimborne Academy Trust, a company limited by guarantee registered in England and Wales with company number 09362004. Registered office address:
% Allenbourn Middle School, East Borough, Wimborne Minster, Dorset BH21 1PL. Wimborne Academy Trust is an exempt charity

Parents' Guide for Booking Appointments

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

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

Log In

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
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

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 4: 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.

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 Mchamara	Andrew	French L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

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 5b).

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 5b (Manual): 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.

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.

My Bookings

Thursday, 16th March

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Mchamara	Andrew	French L4

Print

Subscribe to Calendar

Amend Bookings

Step 6: 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*.