



13<sup>th</sup> January 2025

Dear Year 7 Parent/Carer,

**Year 7 Parent/Carers' Evening**

**4.30pm to 7.00pm Wednesday 29<sup>th</sup> January 2025**

I am pleased to invite you to attend the Year 7 Parent/Carers' Evening for your son/daughter on Wednesday 29th January 2025 (4.30pm-7.00pm) here at St. Augustine's.

This Parent/Carers' Evening will provide parent/carers a really valuable opportunity to gain in person feedback about their son/daughter's academic progress since joining us in September 2024. Advice around established strengths and areas for development, intervention and support will be given by your son/daughter's subject teachers. Students in Year 7 have now nearly completed 1/2 of their Y7 curriculum as well as taken part in various formal assessments. Therefore, information you and your son/daughter will receive on the evening will be accurate and timely bearing in mind they are approaching the midpoint of their first year in secondary school.

As per our previous Parent/Carers' Evenings, we use the **SchoolCloud** electronic booking system for all in person appointments. The system enables parents/carers to easily book and view their appointments without the need for paper slips. It also provides teachers with the ability to manage their appointments effectively and allows the school to monitor engagement.

All parents and carers of students in Year 7 will receive an email invite to the **SchoolCloud** system. All subjects will be available for appointments and once you log in using your registered email, you can select the time you would like to meet your child's teachers. The appointments are allocated on a first come, first served basis and are approximately 5+ minutes in length.

***The appointment system will go live on Monday 13<sup>th</sup> January 2025 at 19.00pm and will close at 3.00pm on Wednesday 29<sup>th</sup> January 2025.***

***Finally, I would like to focus on the importance and purpose of school Parent/carers' Evenings. They are a key link in the relationship between the school, the son/daughter and the parent. It is vitally important that parents and carers attend and participate fully in them. The main aim is for you to get as full picture as possible about the progress your son/daughter has been making in their subjects.***

This means that the meetings should focus on the student and be as constructive as possible. Therefore, in order to ensure that the meetings are productive, it is a good idea to jot down a list of questions and observations on each subject in advance so your appointments are focused and make the most of the limited time.

At the meeting you can ask the teacher:

- ***What is your son/daughter focus, engagement and behaviour like in lessons?***
- ***What progress your son/daughter is making in the subject?***
- ***What has your son/daughter achieved in the subject thus far in this academic year?***
- ***Is your son/daughter's progress in line with the teacher's expectations?***
- ***Has he or she completed anything particularly well, or needs development?***
- ***What can he or she do to improve?***
- ***How can you support your son/daughter as a parent/carer?***
- ***How can you support his or her teacher?***
- ***How is your son/daughter getting on with their HW, how regularly is it set?***

- ***What does his or her attainment and progress tell us about possible performance in important future exams?***
- ***Does he or she contribute in lessons?***
- ***How does my son/daughter get along with the other students in the class?***

If your son/daughter is not making the expected progress towards their target, it is vitally important that you should discuss what the obstacles are and agree on how to overcome them.

### **Constructive dialogue**

Good teaching means identifying areas for improvement, so don't be offended if you hear about teacher concerns that need addressing. However, this should always be constructive and designed to help your son/daughter to achieve their full potential in the subject. If your son/daughter is with you, try not to sound disappointed or negative. Take the advice of the teacher as a positive step towards improvement in the future. Remember that it's rarely helpful to compare any son/daughter's performance to other members of the class or year group – what's important is that they are achieving in line with their own capabilities, not those of others.

### **Don't be afraid to ask**

Teachers at St. Augustine's have a wealth of knowledge and experience, so ask for their guidance and suggestions on how you can help your son/daughter to do their best in the subject. If a teacher says something you don't understand, ask for clarification. Parent/carers are not expected to know all about a subject or a method of teaching.

### **Follow-up**

After the Parent/Carers' Evening, keep in mind any action or targets you have agreed with teachers and check to see that the expected progress is being made in the timeframe. If not, please ask to speak to the teacher again in order to discuss your concerns.

We very much look forward to welcoming you back for your second in person Parent/Carers' Evenings this year, working together with you for the best outcomes for your son/daughter.

Your sincerely

**Mr N. Russell**

**Year 7 Director of Learning**

Please see the *Parents' Guide for Booking Appointments* which is below (on the following page) for more information about how to log in and book an appointment with your son/daughter's form teachers.

## Parents' Guide for Booking Appointments

To log in and book your appointment click on the following link: <https://staugustinescehigh.schoolcloud.co.uk/>

The screenshot shows a login form with two sections. The first section, 'Your Details', contains fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The second section, 'Student's Details', contains fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is located at the bottom left of the form.

### 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 'Parents' Evening'. It contains a text block explaining the purpose of the evening and a section titled 'Click a date to continue:'. This section lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', each with a link to 'Open for bookings' and a right-pointing arrow. At the bottom, there is a link that says '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. It contains a text block asking the user to select how they'd like to book their appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

### 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

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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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 Monamara	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.

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.

Year 11 Student Overview  
View calendar from 10:00 AM

Thursday, 10th April

How many times you have booked for this year. You can filter the calendar by subject, teacher, room, date, and time. Click on the calendar to view details.

Time	Teacher	Student	Subject	Room
10:00	Mr J Brown	Ben	English	E6
10:10	Mrs D Mumford	Ben	Mathematics	M2
10:15	Mr J Brown	Ben	English	E6
10:20	Mr J Brown	Ben	English	E6
10:25	Mr J Brown	Ben	English	E6
10:30	Mr J Brown	Ben	English	E6
10:35	Mr J Brown	Ben	English	E6
10:40	Mr J Brown	Ben	English	E6

## 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*.