

8 February 2023

Dear Parent/Carer,

### **Year 9 Parents/Carers Evening** **Thursday 23 February 2023, 4.15 - 7.00pm**

This important evening is scheduled in-person on Thursday 23 February 2023. See more information below. The second Year 9 academic data report for the year will be available prior to the evening on Wednesday afternoon on the Parent & Student Portal. On [the website](#), you will see the reports in the 'Subjects' tab. On the Insight App, they are under 'Reports'. All explanations for the data are provided on the report. Please note that a paper copy of the report will be given to your son/ward on the evening.

#### **Aims of the Evening**

- Help students recognise the gaps in their knowledge and understanding.
- Give families advice as to how students can improve to ensure high levels of progress as they conclude Key Stage 3.
- Allow subject staff to give students advice as to how they can improve on the work that has been completed in the Autumn Term and forthcoming work during the Spring Term.

#### **How the Evening Will Run**

- We expect students to be present (in school uniform) with parents/carers.
- Appointments will last for five minutes with each subject teacher.
- Appointments are made through a remote system. To login, please visit <https://isleworthsyon.schoolcloud.co.uk/> and select your appointments. The login will require you to enter basic details about yourself and your son/ward to access the site.
- Bookings for appointments will be open from 3.15pm on Wednesday 8 February to 1.00pm on Thursday 23 February and are essentially made on a first-come, first-served basis for timeslots.
- You will find a guide on how to login and how to make appointments on the next page of this letter.
- If you have any issues with accessing the site or making appointments, please let us know by emailing [school@isleworthsyon.org](mailto:school@isleworthsyon.org).

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We look forward to meeting you at the Parents/Carers Evening and would like to thank you for your continued support. The next event for Year 9 is the Key Stage 4 Courses Evening on Thursday 16 March - we sincerely hope to see you for this important event prior to students choosing their Key Stage 4 academic subjects.

Yours faithfully,



**Mr S McAlinden**  
Assistant Headteacher - Years 8 & 9

Browse to <https://isleworthsyon.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.

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.

## 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.

## 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.

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

## 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).

## 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.

Teacher	Student	Subject	Room
16:00 Mr J Brown	Ben	English	E6
16:40 Miss B Patel	Andrew	Maths	M2
16:50 Mrs A Wheeler	Ben	French	L4
17:00 Mr J Brown	Andrew	Mathematics	M2
17:00 Mrs A Wheeler	Andrew	Science	S1

## 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*.