



16 March 2021

Dear Parent/Carer,

**Year 9 Parents' Evening (Online)**  
**Tuesday 23 March 2021, 3.30 – 6.30pm**

With the current COVID-19 restrictions in place, the evening will be conducted on a video platform called 'School Cloud'. The aims of the evening are to:

- Give you an opportunity to discuss your son/ward's progress throughout Year 9.
- Help students recognise the gaps in their knowledge and understanding.
- 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 the remote work during the spring.

Prior to the evening, you may wish to look at your son/ward's Year 9 academic data report for the autumn and spring. This is available on the Parent and Student Portal [here](#). On the website, you will see the reports in the 'Subjects' tab. On the Insight App, they are under 'Reports'.

The Parents' Evening provides a further opportunity to gather information to help your son/ward in the Key Stage 4 options process. You can still access the Virtual Key Stage 4 Courses Evening - containing information for each subject, digital options booklet and instructions for the completion of the Key Stage 4 options choices - [here](#).

Key points to make the Parents' Evening successful are:

- We expect students to be present with parents/carers, as would usually be the case.
- Appointments will last for 6 minutes with each subject teacher.
- Bookings for appointments will be open from 3.00pm on Wednesday 17 March to 11.00pm on Monday 22 March.
- Please visit <https://isleworthsyon.schoolcloud.co.uk/> to login and select your appointments. The login will require you to enter basic details about yourself and your son/ward in order to access the site.
- On the evening please have your camera on, as this makes for better interactions.
- Please ensure your audio is of good quality. Once logged in, you will be able to test this easily.
- Please be aware that the meeting will end and the video link will cut out once the allotted time has elapsed, the member of staff will not be able to extend the appointment. Keeping to time is therefore extremely important.

You will find a guide on how to login, to make appointments as well as conduct the video meetings on the next page of this letter; you can also watch a helpful video guide [here](#). We look forward to meeting you at the remote Parents' Evening and would like to thank you for your continued support. If you have any questions, please contact the Pastoral Support Managers in the first instance at [pastoralsupportmanagers@isleworthsyon.org](mailto:pastoralsupportmanagers@isleworthsyon.org).

Yours faithfully,

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

Browse to <https://isleworthsyon.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 unlick 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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	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).

**Manual Booking Grid**

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
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.

**My Bookings**

View 11 bookings

This page is intended for parents to view their child's bookings. Please refer to the main website and follow the steps for the date that you are looking at. Booking is available for the main school day only.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Minamara	Andrew	French	L4
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	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*.