

24 March 2021

Dear Parent/Carer,

Year 12 Parents' Evening - Wednesday 31 March 2021

With the current COVID-19 restrictions, the evening will be conducted on a video platform. We expect students to be present with parents/carers as they would be on a normal Parents' Evening. The event is scheduled for:

Wednesday 31 March 2021, from 3.30 - 6.30pm.

The key aims of the evening will be to:

- Help students recognise gaps in their knowledge and understanding.
- Allow subject staff to give students advice as to how they can improve. This will take into consideration January examinations and work that has been completed in the Autumn and Spring Terms.

On the evening we would advise:

- You have the recent Year 12 academic data report to hand. (This can be found 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'.)
- You find a quiet place at home to join the meetings
- You have your camera on, as this makes for better interactions.
- You ensure your audio is of good quality. Once logged in, you will be able to test this easily.

Booking your meetings:

- Meetings can be booked from Wednesday 24 March up to and including Tuesday 30 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/daughter/ward in order to access the site.
- You will find a guide on how to login, make appointments and conduct the video meetings on the third page of this letter; you can also watch a helpful video guide [here](#).

Additional information:

- The timings of the appointments will vary from subject to subject, due to different teaching configurations. The usual time allotted for a meeting will be 6 minutes.
- If the meeting finishes early, the teacher can end the meeting. Please be aware that the meeting will end, and the video link will cut out once the allotted time has elapsed, and the member of staff cannot extend the appointment.

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If you have any issues with accessing the site or making appointments, please let us know by emailing Mr Theobald at jtheobald@isleworthsyon.org.

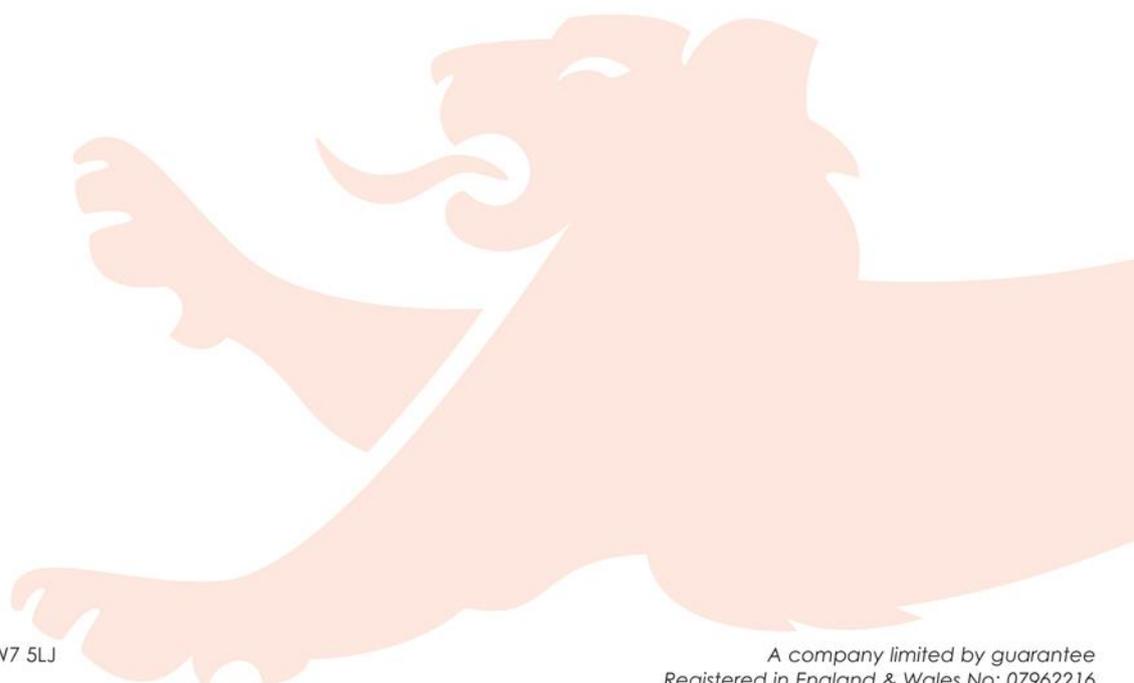
We look forward to meeting you at the online Parents' Evening and would like to thank you for your continued support.

Yours faithfully,

A handwritten signature in black ink that reads "J. Doyle". The signature is written in a cursive, flowing style.

Mr J Doyle
Assistant Headteacher - Sixth Form Leader

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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 (green) | Cancel Appointments (red)

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 (grey)	Andrew (blue with check)	Ben (grey)
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 do not edit or delete any bookings. If you need to change a booking, please contact the school.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Miss B Patel	Andrew	Mathematics	M2
16:50	Mrs A Wheeler	Ben	French	L4
17:00	Mr J Brown	Andrew	Mathematics	M2
17:10	Mrs D Mumford	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*.