

5 November 2021

Dear Parent/Carer,

Year 11 Parent/Carer Evening
Thursday 18 November 2021, 4.15 – 7.00pm

Due to the importance of such an evening, we have decided that we can safely run the event 'in person'. We will, however, be asking everyone to wear a face covering on site, except for those with an exemption. We continue to monitor the local and national COVID-19 situation on a daily basis, and we will inform you if we need to amend this decision.

Aims of the Evening

- To help students recognise the gaps in their knowledge and understanding.
- To 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 prepare for the forthcoming December examinations.

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 3.00pm on Friday 5 November to 9.00am on Thursday 11 November 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 ngaskell@isleworthsyon.org. We look forward to meeting you and would like to thank you for your continued support.

Yours faithfully,



Ms J Higginbottom
Deputy Headteacher - Curriculum & Achievement

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 the date 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.

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 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).

Manual Booking Grid

Teachers: Mr J Brown (SENCO (A2)), Miss B Patel (Class 10F (H3)), Mrs A Wheeler (Class 11A (I 1))

Students: Ben, Andrew, Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30	Grey	Blue	Grey
16:40	Grey	Blue	Grey
16:50	Green (+)	Grey	Green (+)
17:00	Green (+)	Grey	Green (+)

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 booked appointments

The parent meeting is in progress in your class. Please enter the school via the main entrance and follow the sign for the parent hall when the meeting is being done. Booking is available in the main school car park.

Time	Teacher	Student	Subject	Room
16:30	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	Miss B Patel	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*.