

9 January 2024

Dear Parent/Carer,

**Year 7 Parents/Carers Evening**  
**Thursday 18 January 2024, 4.15 - 7.00pm**

This important evening is scheduled in-person on Thursday 18 January 2024. See more information below.

### Aims of the Evening

- Give you an opportunity to meet our teaching staff for the first time.
- 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 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 the link sent in the emailed letter, then 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 2.00pm on Tuesday 9 January to 1.00pm on Thursday 18 January 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.

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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). We look forward to meeting you and would like to thank you for your continued support.

Yours faithfully,



**Mr M Dargan**  
Assistant Headteacher - Years 7 & 10

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

Buttons: 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).

## 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
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4
Miss B Patel	Andrew	Mathematics	M2
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*.