



Smithdon High School
Mr J Hirst
Headteacher
Downs Road, Hunstanton
Norfolk PE36 5HY
Telephone: 01485 534541
e-mail: office@smithdonhigh.org.uk
website: www.smithdonhigh.org.uk

Re: MKn/LT

1 February 2021

Dear Parents

Thank you for your patience while we have organised to reschedule the parents' evening for Year 10. In the meantime, online lessons and remote learning have continued to develop, and we are pleased to have seen a steady increase in Year 10 students' attendance at the live lessons.

With this being such an important year for the Year 10s as they study the bulk of their GCSE courses in earnest, I cannot stress enough the importance that they continue to engage in the work set and make use of the teachers' expertise in the live elements of the lessons, to ensure they continue to develop their knowledge and understanding in all their subjects.

While we hope that the Year 10s will be able to sit their planned GCSE exams in 2022, should further disruption to schooling from the pandemic occur, we may well be again required to offer guidance to the exam board on the issuing of grades and all the work currently being undertaken remotely will form a part of the bank of evidence needed to reflect any grades we indicate to the boards.

If you have any questions regarding the subject-specific remote learning, I encourage you to take the opportunity to ask the subject teachers as well as taking the opportunity to get an update on your child's progress, through meeting and talking to your child's subject teachers via the remote parents' evening. The rescheduled **Year 10 Parents' Evening** online will now take place on **Tuesday 9 February 2021 from 3.30pm to 6.30pm. Please note this is an online evening only**, unfortunately telephone calls will not be possible.

You will need to make fresh appointments for this evening, as we realise that everyone has their own commitments or shift patterns. If your child's subject teacher made contact with you via telephone on the night, there is no need to book another appointment with them. All appointments will be booked and held online through our Parents' Evening System (instructions for setting this up are attached to this letter). Appointments will be 5 minutes long, as these are online the appointment will cut off after 5 minutes and will allow you 1 minute before your next appointment.

If you are unable to use the online appointment facility and require a telephone call instead, please email data@smithdonhigh.org.uk.

We look forward to talking to you soon.

Yours sincerely

Mr M Knott
Assistant Headteacher



Parents' Guide for Booking Appointments

Browse to <https://smithdon.schoolcloud.co.uk/>

Your Details

Title: Mrs, First Name: Rachel, Surname: Abbot

Email: r22004@gmail.com, Confirm Email: r22004@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 29 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 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.

Teacher	Student	Subject	Room	
17:10	Mr J Wheeler	Ben	English	5B
17:20	Mrs D Mumford	Ben	Mathematics	1A2
17:40	Dr N. Mchamala	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

Teacher	Student	Subject	Room
Mr J Brown (SENCO)	Ben	English	5B
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	1A2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

Grid showing time slots (16:30-17:00) and appointment status (green for available, blue for booked, grey for unavailable).

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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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

2020-11-16 (Friday) 16:30 - 17:00

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English
16:40	Miss B Patel	Andrew	Mathematics
16:50	Mrs A Wheeler	Ben	French
17:00	Mr J Brown	Ben	English
17:10	Mrs D Mumford	Ben	Mathematics
17:20	Dr N. Mchamala	Andrew	French
17:30	Mrs A Wheeler	Ben	French
17:40	Mr J Brown	Ben	English

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*.