21 September 2022



Church Road
Hartshill
Nuneaton
CV10 0NA
02476 392 237
infoHHA@midlandat.co.uk
www.hartshill.midlandat.co.uk
Principal: Miss Lorraine Taylor

Dear Parent/Carer

## Year 7 Settling In Evening - Thursday 29th September - Appointment Booking

We are very proud of how our new Year 7s and the heart and tenacity they have shown in their first two weeks of secondary school. To support their transition we are inviting you to attend our Year 7 Settling in evening on Thursday 29<sup>th</sup> September from 4pm to 7pm. This is a very important event and allows you to speak directly to your child's form tutors to discuss how they are settling in at Hartshill Academy. The form tutor meeting will be for 10 minutes and will be held in person at Hartshill Academy.

Please visit https://hartshill.schoolcloud.co.uk to book your appointment. There is a guide to booking appointments on School Cloud at the end of this letter.

The booking system for making appointments will be open from 8:00am on Thursday 22nd September and will close at 9.00pm on Wednesday 28<sup>th</sup> September. Should you wish to make any changes after this date please contact the school office.

If you have any queries or need any support please email Miss Wallbank the Year 7 Pastoral Leader chelsea.wallbank@midlandat.co.uk

Yours sincerely

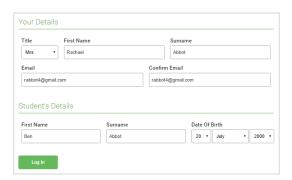
Suzi St

Suzi Shepherd Vice Principal



## Parents' Guide for Booking Appointments

Browse to <a href="https://hartshill.schoolcloud.co.uk/">https://hartshill.schoolcloud.co.uk/</a>



Step 1: Login

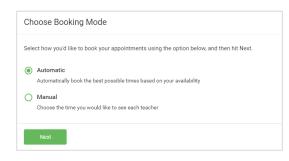
Fill out the details on the page then click the *Log In* button.

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 all of the dates listed? Click *I'm unable to attend*.



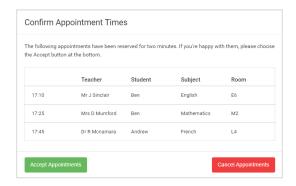
Step 3: Select Booking Mode

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.



## 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.



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*.