

Biddick Lane
Washington
Tyne & Wear
NE38 8AL



Tel: 0191 511 1600
Fax: 0191 417 2897

Headteacher:
Miss K Morris

Biddick
Academy

1st February 2021

Dear Parent/Carer,

I hope that you are keeping safe and well.

I am writing to you to share important information in relation to the Key Stage 4 Options meeting for you and your son/daughter with a member of the Biddick Academy Senior Leadership Team.

This meeting is an opportunity for you to discuss your son/daughter's Key Stage 4 Options so that they feel confident in making an informed choice which is right for them and their future. In normal circumstances, these meetings would be held in person but as an alternative, the Academy is offering online meetings from Monday 8th February to Friday 26th February (excluding the half-term holiday) using School Cloud, the same system you accessed for Year 9 Parents' Evening. If you are unable to make an appointment at any of the slots available or if you are unable to meet using School Cloud, please email southwick.k@biddickacademy.com who will arrange for an appropriate member of staff to contact you.

The school operates an easy to use online appointment booking system which allows you to select an appointment time convenient to you. Once you book your appointment you will receive a link to access your virtual meeting via email. Appointments are available to book now and will close at **midday on Friday 5th February.**

Key information:

1. To ensure that all Year 9 parents/carers and students are able to book, appointments are limited to 10 minutes. Once the 10 minutes is over, your appointment will automatically end and time out.
2. You can only join your meeting when it is your allotted time.
3. Meetings can be accessed via any device with a camera and speaker – phone, laptop, tablet, desktop PC. There is no need to download any software or an app etc. However, we do recommend you use a smartphone if possible.
4. For confidentiality and safeguarding reasons, meetings must not be recorded.
A guide on how to make an appointment and how to join your appointment by video is on the second page of this letter.
5. It is important that your son/daughter attends this meeting with you so that his/her Options choices can be agreed and confirmed together.

The Academy is here to support and advise parents at any point so please do not hesitate to contact the following key members of staff if you have any queries regarding Key Stage 4 Options.

Mr J Knowles (Associate Assistant Headteacher – Key Stage 4 Options) – knowles.j@biddickacademy.com
Mr T Wilkinson (Head of Year 9) – wilkinson.t@biddickacademy.com
Mrs K Roberts (Careers Advisor) – roberts.k@biddickacademy.com

Yours faithfully,

Mr J. Knowles
Associate Assistant Headteacher



Biddick
Academy

Parents' Guide for Booking Appointments

Browse to <https://biddickacademy.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.

To authenticate your request, yours and your child's last name and first name, and child's date of birth must exactly match the information we have on our student database.

If you have any problems logging in please email Miss Sparks on sparks.j@biddickacademy.com

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 Date

Click on the date you wish to book.

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

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 3: Teachers

If there are multiple teachers appearing here (although in some instances you may only have one teacher appear), please leave all teachers names ticked. This will ensure that you are shown the most available dates and times.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00	+		+

Step 4 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

Teacher	Student	Subject	Item
Mr J Brown	Ben	SENCO	16:50
Miss B Patel	Andrew	Class 10E	16:50
Mrs A Wheeler	Ben	Class 11A	16:50

Step 5: 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*.