

Biddick Lane
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Headteacher:
Miss K Morris



Biddick
Academy

23rd September 2022

Dear Parent/Carer,

Year 7 Settling In Evening – Monday 3rd October 2022 – 3.45pm until 6.15pm

We would like to invite you to make an appointment to see your child's Form Tutor by using our online system called SchoolCloud. The evening is an opportunity for you to discuss how your child is settling in at Biddick Academy and discuss any concerns that you may have. For this parents evening you will have the opportunity to attend via a video appointment or visit us on site.

Booking your appointment

- School Cloud is an easy to use online appointment booking system which allows you to select a suitable and convenient appointment time by video or on site in person.
- The appointments will be limited to 5 minutes each so that we are able to see as many parents as possible.
- Once you book your appointment you will receive a confirmation email.

Key information for video appointments

- You can only join your meeting when it is your allotted time.
- 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.
- Once you have made your video appointment booking, you will have an option to invite another person (who will be in a different location to you) to join the video appointment with you.
- For confidentiality and safeguarding reasons, meetings must not be recorded.
- We would encourage your child to attend with you if possible.

If you are unable to make an appointment with a specific member of staff as all appointment slots have been filled, please email sparks.j@biddickacademy.com who will arrange for the appropriate member of staff to contact you.

Instructions on how to book/attend your video appointment, and how to invite another person to attend the appointment with you, can be found on the next page of this letter.

We are here to support and advise you, so please do not hesitate to contact me or Mr Morrison, Head of Year 7 on morrison.c@biddickacademy.com or knowles.j@biddickacademy.com if you have any queries regarding the parents' evening or if you are unable to access a device which will enable you to have an online appointment.

Yours faithfully,

Mr J. Knowles
Assistant Headteacher

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

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, your last name 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 or any further questions please contact Miss Sparks on sparks.j@biddickacademy.com or 0191 5111600.

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 and if you would like a video or to attend in person

Click on the date you wish to book and the type of appointment you would prefer.

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

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊘	⊘	⊘
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 save your appointments and finish the booking process.

My Bookings

Thursday, 10th April

Teacher	Student	Subject	Room
15:00	Mr. J. Brown	SEN	SEN1
15:15	Mr. J. Brown	SEN	SEN1
15:30	Mr. J. Brown	SEN	SEN1
15:45	Mr. J. Brown	SEN	SEN1
16:00	Mr. J. Brown	SEN	SEN1
16:15	Mr. J. Brown	SEN	SEN1

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*.

January Progress Meeting
3 appointments from 16:00 to 16:25
Tuesday, 12th January

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

Teacher	Student	Subject	
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Gerard Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

Step 6: Optional - Inviting someone to attend with you

Click the following link to find instructions on how to invite another person (who will be in a different location to you) to attend your video appointment with you. Once you click the link these instructions can be found at point 6.

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>