

Year 11 Progress Evening
Thursday 8th December 2022 4.30pm to 6.30pm

Dear Parent/Carer,

We are delighted to invite you to our forthcoming Year 11 Progress Evening **on Thursday 8th December between 4.30pm and 6.30pm.**

This Evening is an important event in the Year 11 Calendar which will give parents and students the opportunity to understand the outcomes of the mock results and speak to class teachers on how to move forward to achieve the best results in summer exams.

The evening will consist of individual one to one meetings with class teachers and we hope you take this opportunity to further develop and enhance the communication with the school to maximise your child's opportunities here at JQA. Appointments will need to be booked via our School Cloud system. Details of this can be found attached to this letter.

Can I remind you that all information about the Year 11, journey here at JQA can be found on the Year 11 page on our school website along with the Year 11 team's contact information. You can access this at: <https://www.corejewelleryquarter.academy/year-11/>

If you have any further questions regarding the Progress Evening, please do not hesitate to contact the school reception on 0121 7297220 or email sivey@corejewelleryquarter.academy

Yours faithfully

Sophia Ivey
Head of Year 11

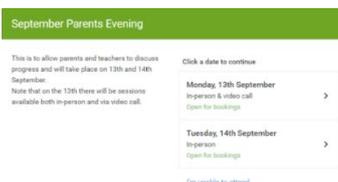
Parents' Guide for Booking Appointments

Browse to <https://jewelleryquarteracademy.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 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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can 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 5: 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.

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 Sinclair	Ben	English E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R McNamara	Andrew	French L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

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.

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

Step 7: Book Appointments (Chosen)

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.

September Parents Evening Tuesday, 14th September
2 appointments from 16:15 to 16:45

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September
2 appointments from 16:00 to 16:45 (video call)

September Parents Evening Monday, 13th September
2 appointments from 15:00 to 16:45 (in person)

Step 8: 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*.