

22nd March 2023

Year 11 Progress Evening
Thursday 30th March 2023 4.30pm to 6.30pm

Dear Parent/Carer,

We are delighted to invite you to our forthcoming Year 11 Progress Evening on **Thursday 30th March between 4.30pm and 6.30pm.**

This evening is an important event in the [Year 11 journey](#) which will give parents and students the final opportunity to speak to teachers to understand how your child is doing so far into their GCSE course, after the recent mock exams, and next steps building towards success in their final GCSEs.

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.

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

S Ivey
Head of Year 11

Parents' Guide for Booking Appointments

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

Remember to use the appropriate parental evening booking system. Appointments can be administered via the school email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachel	Abou
Email		Confirm Email
rabou4@gmail.com		rabou4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	abou	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.

September Parents Evening

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.

Click a date to continue

Monday, 13th September	Open for bookings
Tuesday, 14th September	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

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)
	Ben	Andrew	Ben
16:30		✓	
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*.