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6th October 2022

Year 7 Settling-In Evening – Thursday, 13th October 2022, 4.30pm-6.30pm

Dear Parent/Carer,

We are delighted to invite parents/carers to our forthcoming Year 7 Settling-In Evening on Thursday 13th October between the times of 4.30pm and 6.30pm.

This event will be in person, on site, at Jewellery Quarter Academy. Bookings will be made through the School Cloud platform. Parents without bookings are still welcome, but availability of teachers will be intermittent depending on the bookings already received. Attached with this letter is a guide on how to access School Cloud and book appointments – the link is below. If you have any issues at all, please contact Miss Ali (Head of Year 7):

fali@corejewelleryquarter.academy

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

This is a great opportunity for you to find out how your child is settling in Jewellery Quarter Academy. Their form tutor will talk to you about their strengths and areas for development, as well as how you can collaborate with us to maximise their potential. It also offers some parents a chance to visit JQA and meet with Academy staff, in person. Each appointment will last for about **5 minutes**, it will work on a 'first come first served' basis.

We very much look forward to welcoming you to the Academy next Thursday.

Yours Sincerely,

Mr. M. Tully
Assistant Headteacher

mtully@corejewelleryquarter.academy

Parents' Guide for Booking Appointments

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: Select Availability

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

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.

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.

Step 7: 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

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
2 appointments from 16:15 to 16:45

Tuesday, 14th September
In person

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 Libbcock	Jason Aaron	English
16:30	Miss Sina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:45

Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45

Monday, 13th September
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*.