The Ramsey Academy, Halstead

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Headteacher: Charlotte Sterland



20 March 2023

Dear Parent/Carer

YEAR 9 SUBJECT EVENING - THURSDAY 2 MARCH 2023

We are pleased to invite you to your child's Subject Parents' Evening which will be held between 4.00 pm and 7.00 pm on **Thursday 2 March 2023**.

The evening provides opportunities for you to discuss your child's progress with subject teachers. This is a very important evening and will enable us to ensure that we are working together to support your son/daughter in their progress.

We will be using the School Cloud online booking system which will be available to you from 4pm on Monday 20 February until 4.00 pm on 1st March 2023. Should you wish to make any changes to your appointment after this time then please do not hesitate to contact Mrs Howkins (details below).

To book your appointment please visit: SchoolCloud - Ramsey Academy and follow the instructions in order to log on to the system.

For a full explanation of how the system works, a user guide has also been provided.

If you do not have access to the Internet or experience any difficulties in securing the appointments you need, please contact Mrs Howkins bhowkins@ramseyacademy.com who will be pleased to help you.

We look forward to seeing you.

Yours faithfully

B Howkins (Mrs)

Assistant Headteacher – Enrichment and Community













Parents' Guide for Booking Appointments

Browse to https://ramseyacademy.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.



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.

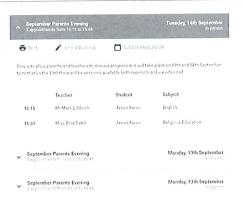


Step 7: Book Appointments

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.

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.



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.