

# The Ramsey Academy, Halstead



Colne Road, Halstead, Essex CO9 2HR. T: 01787 472481 F: 01787 474267  
E: [office@ramseyacademy.com](mailto:office@ramseyacademy.com) W: [www.ramseyacademy.com](http://www.ramseyacademy.com)

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](mailto: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



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Registered office: Community Building, Bridge Academy Trust, Brian Close, Chelmsford, Essex CM2 9ES

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

**Your Details**

Title: Mrs, First Name: Elizabeth, Surname: Abbott

Email: elizabeth@ramseyacademy.co.uk, Confirm Email: elizabeth@ramseyacademy.co.uk

**Student's Details**

First Name: Ben, Surname: Abbott, Date Of Birth: 20 July 2009

## 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 (In person & video call) >
- Tuesday, 14th September (In person) >
- 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

16:00 14:35 15:21 15:12 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 Abbott

Mr J Brown (SEN)  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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:23	Mrs G Mumford	Ben	Mathematics	M2
17:45	Dr P Mitchell	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) Ben	Miss B Patel Class 10E (H3) Andreiz	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## 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.

September Parents Evening 2 appointments from 16:30 to 16:45			Tuesday, 14th September In person
Print	Amend Bookings	Subscribe to Calendar	
<p>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.</p>			
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
<p>September Parents Evening 2 appointments from 16:30 to 16:45</p>			Monday, 13th September In person
<p>September Parents Evening 2 appointments from 16:30 to 16:45</p>			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*.