

Friday 4th December 2020

Dear Parents and Carers of Year 11 Students

We have sent a copy of your Year 11 child's report home to you by post, which you should receive shortly.

We are holding a virtual Parents Evening on **Thursday 10th December** between **4pm-7pm**. This will be held via SchoolCloud, our new online booking system for all Parents' Evenings this year.

Included in the letter that has been posted with your child's report is your login details for SchoolCloud, to allow you to book your timeslots with your child's teachers.

There is also a copy of the Parents' Guide for Booking Appointments which outlines this straightforward process, and I have included the information below.

If you have any issues with the report, or booking appointments, please email: CABinfo@clf.uk

Best wishes

Colleen Litchfield
Assitant Principal
City Academy

Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DoB dd/mm/yyyy

Step 1: Login

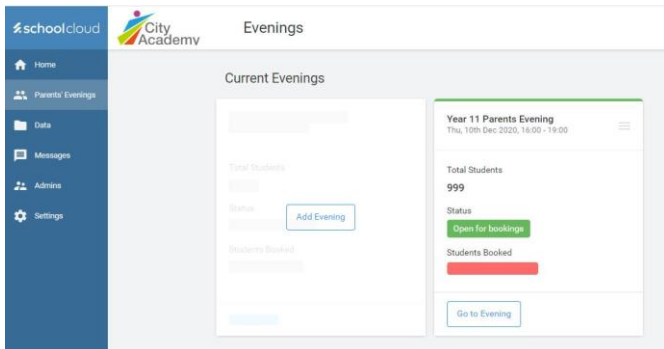
Please fill out all the details on the page. A confirmation of your appointment will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – e.g. 26/11/2005

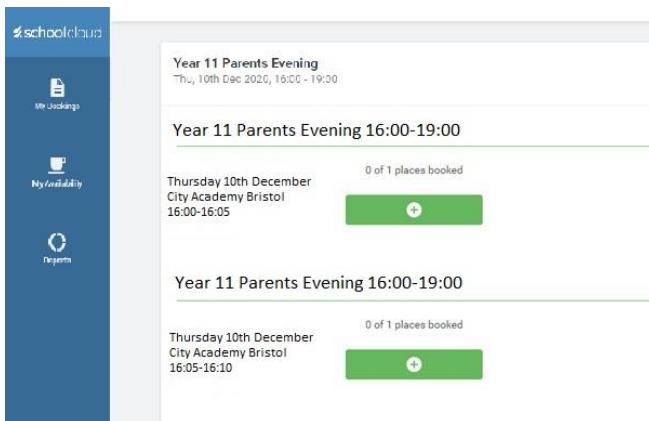
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PRINCIPAL: MR JON ANGELL CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH
TEL: 0117 9413800 EMAIL: INFO@CITYACADEMY.BRISTOL.SCH.UK |WWW.CITYACADEMY.BRISTOL.SCH.UK



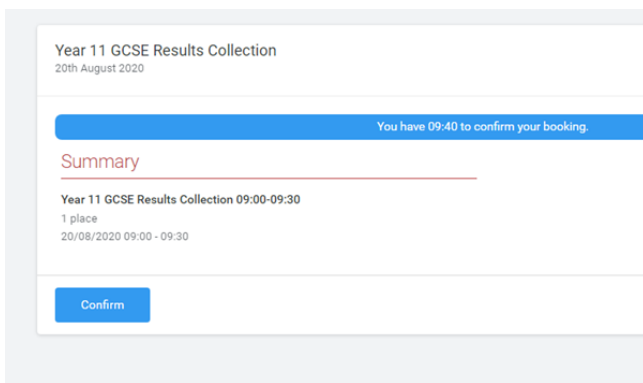
Step 2: Select the event

Select the event – Year 11 Parents Evening, and click on ‘Manage Bookings’



Step 3: Choose your appointments

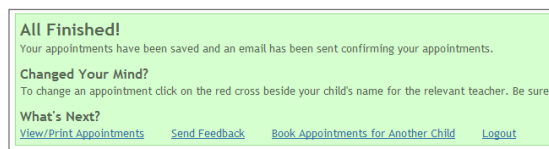
Choose which appointment you would like to book a place for between 4pm and 7pm. Each appointment is for 5 minutes. Click on the green box with the + to book a place during that time. You will only be able to select 1 place (for the student) within 1 time slot.



Step 4: Confirm your booking

Click ‘Confirm’ to make your booking for the time you wish.

After you have finished making appointments, click on “click here” in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

After booking your appointment you have an opportunity to send feedback.

To book for another student, please click the link to complete this process again.

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Time	Appointment
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	Mr J Atkinson - English (E5)
16:30	
16:35	Mr A Gray - French (L2)
16:40	
16:45	Mr K Jacobs - History (H6)
16:50	
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Viewing/Editing/Printing Appointments

Click the “Appointments” tab to view and print your appointment.

You can change your appointments by clicking on “Add/Edit/Delete Appointments”.

There is a link at the bottom of the confirmation email which logs you back into the system.

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