



14<sup>th</sup> October 2024

Dear Parent/Guardian

We regret to inform you that due to unforeseen circumstances we have had to reschedule our trip to Ganaway Activity Centre. This trip was originally meant to take place on Thursday 24<sup>th</sup> October but has now changed to WEDNESDAY 23<sup>RD</sup> OCTOBER. We sincerely apologise for the change in plans and hope this has not been too much of an inconvenience to you. The activity day will now take place on **Wednesday 23 October 2024**. Pupils will leave school at 9.00am and will return to school at 4.10pm (approximately). As they will arrive back after normal school finishing time, **alternative arrangements for pupils getting home will need to be made**. Pupils should wear comfortable clothing and trainers, school uniform is not required. Pupils will need to bring with them a waterproof coat and a snack including a drink. Pupils will receive a lunch at the activity centre. Please record if your child has any food allergies. Pupils with asthma must also bring their inhalers.

Wednesday 23<sup>rd</sup> October was originally meant to be The Year 8 Induction meetings. These have now been rescheduled to Thursday 24<sup>th</sup> October from 1.30 to 4.30pm in the College assembly hall and will be **by appointment only**. If you have already made an appointment this time can still be kept on the Thursday. Should you wish to change your appointment please select the link below. Attached is the information needed to access School Cloud to amend appointments. Once again we apologise for any inconvenience caused.

**Appointments can be booked using the link below, which will be live from Tuesday 8<sup>th</sup> October at 9am and will close on Tuesday 22<sup>nd</sup> October at 12 noon:**

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

**Appointment times are limited and will be available on a first come, first served basis.** Both our SENCO and I will be available for consultation if you wish on that afternoon.

Please can we ask you to sign the form below to give your child permission to attend Ganaway on **Wednesday 23<sup>rd</sup> October 2024**.

Kind regards

Mrs D Blake  
Head of Year 8  
**YEAR 8 TEAM BUILDING DAY PERMISSION SLIP**

**Please return by Thursday 17<sup>th</sup> October to Form Teachers**

I give my permission for \_\_\_\_\_ in class \_\_\_\_\_ to attend the Year 8 team building day in Ganaway Activity Centre on **Wednesday 23<sup>rd</sup> October** 2024 and participate in the range of outdoor and team building activities. I will make arrangements for my child to get home from school that day.

Allergies: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

## 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.

The screenshot shows a 'Parents' Evening' selection screen. It includes a green header, a paragraph explaining the event, and a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' links and right-pointing arrows. A blue link 'I'm unable to attend' is at the bottom.

## 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*.

The screenshot shows a 'Choose Booking Mode' screen. It includes a heading, a paragraph explaining the selection process, and two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

## 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

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 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. 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	E6
17:25	Mrs D Murrford	Ben	Mathematics	M2
17:45	Dr R Morimara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

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 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40		✓	
16:50	+		+
17:00	+		+

## Step 5b (Manual): 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.

Year 11 Select Events

My Bookings

Thursday, 13th April

My appointments for this week:

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO	E6
16:40	Miss B Patel	Andrew	Class 10E	H3
16:50	Mr J Brown	Ben	SENCO	E6
17:00	Mr J Brown	Ben	SENCO	E6
17:10	Mr J Brown	Ben	SENCO	E6
17:25	Mrs D Murrford	Ben	Mathematics	M2
17:45	Dr R Morimara	Andrew	French	L4

## Step 6: 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*.