



9 October 2023

Dear Parent/Guardian

It is hard to believe that our new Year 8 pupils have already been with us for over a month. Most have settled into life at Nendrum College very well and it has been great to see so many of our pupils enjoying lessons and extra-curricular activities. I have been very impressed with the high standards in uniform and behaviour along with their enthusiasm and positive attitudes.

There have been many new experiences for your child to date such as forming new friendships, learning how to follow a timetable, and organising homework for the correct day, but for some this has been harder than for others.

One of the key points I made at the Induction afternoon in June last year was the importance of the home/school partnership, with us both working together to ensure your child achieves their full potential. Therefore, at this stage of the year we like to give parents/guardians the opportunity to meet with their child's Form Teacher to briefly discuss any concerns or worries they may have. These meetings will take place on **Thursday 26 October from 1.30 to 4.30pm in the College assembly hall** and will be **by appointment only**.

If you have any concerns about how your child is settling in, their workload or behaviour and would like to speak with your child's Form Teacher, please make an appointment. Appointments can be booked using the link below, which will be live from **Monday 9 October at 9am** and will close on **Thursday 19 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.

Parents/guardians will have the opportunity to meet with their child's subject teachers to discuss academic progress in **March** after pupils have completed several of their school exams.

If you have any questions, I can be contacted via the College office. Equally, if you are experiencing any difficulties with accessing the booking system, please contact the Office for assistance.

Kind regards

Mrs D Blake
Head of Year 8

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 (rachael@nendrumcollegecomber.schoolcloud.co.uk), and Confirm Email (rachael@nendrumcollegecomber.schoolcloud.co.uk). 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 green header 'Parents' Evening'. Below it, there is a paragraph: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, there is a section 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. At the bottom, there is a link '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*.

The screenshot shows a section titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext '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

Thursday, 12th April

My Bookings

My appointments for this week are:

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Miss B Patel	Andrew	Mathematics	M2
16:50	Mrs A Wheeler	Ben	French	L4
17:00	Mr J Brown	Ben	English	E6
17:10	Mrs A Wheeler	Ben	Mathematics	M2
17:25	Miss B Patel	Andrew	French	L4
17:45	Mr J Brown	Ben	English	E6

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*.