



# Midhurst Rother College

The best in everyone™

Part of United Learning

9 November 2023

Dear Parent/Carer

**RE: Year 10 Parents' Evening - Thursday 30 November 2023 – Online Video Appointment System (School Cloud)**

Year 10 Parents' Evening will take place on **Thursday 30 November 2023**. This will be a virtual parents' evening, which will allow us to provide individual video meetings with teachers through the online platform SchoolCloud.

Year 10 Parents' Evening is an important opportunity for you to discuss your child's progress in each of their core and chosen GCSE subjects with the respective teacher. As this is such an important meeting, your attendance with your child is highly valued and we welcome your support.

As your child has recently completed their first tracking point class-based assessments, this meeting provides an excellent opportunity for you to discuss your child's start to their courses and next steps with their teacher. The school's Director of AEN (SENCo) Ms Rachel Ward will also be available for appointments. If you wish to speak to her, please note that meeting slots are likely to be limited.

SchoolCloud allows you to choose video appointment times with teachers and you will receive an email confirming each of your appointments. Your email confirmation will contain a link that you will use at your designated time to virtually meet with your child's teachers.

Please be aware of the following key points made by the company SchoolCloud;

- Please always access School Cloud via the quick links on our College website <https://midhurst.schoolcloud.co.uk/>
- A mobile phone, tablet, laptop, or desktop can be used, but please check if your device has access to a microphone and preferably a camera before your meetings.
- The video appointments have a maximum length of 4 minutes 30 seconds to ensure teachers can meet with all parents during the evening.

**How to Book Appointments**

To log in, you will need to input the following information carefully, as a change in name may flag up as an error:

- Your details: Title, First name, Surname, Email address
- Student details: First name, Surname, Date of Birth. Please ensure the details you type in for your child's name matches the name on the school system.

**Principal: Stuart Edwards**

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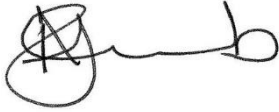
[www.mrc-academy.org](http://www.mrc-academy.org)



Appointments can be made from Sunday 12 November 2023 @ 6pm, and they are made on a first come first served basis, so you are advised to book appointments as soon as possible.

If you have any further enquiries, please do not hesitate to contact your son/daughter's form tutor who will be able to assist you. Thank you in advance for your support.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ashley Lamb', written in a cursive style.

Mr Ashley Lamb  
Head of Year – Year 10

# Parents' Guide for Booking Appointments

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

Welcome to the schoolcloud parents' evening booking system. Appointments can be attended via a live report or email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

## 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  
[Open for bookings](#)

Tuesday, 14th September  
In-person  
[Open for bookings](#)

[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**

14:00 14:36 15:24 16:12 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 Abbot

☒ Mr J Brown  
SENCO

☒ 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.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	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) Andrew	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. 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.

September Parents Evening

2 appointments from 16:15 to 16:45

Print

Amend Bookings

Subscribe to Calendar

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.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening

2 appointments from 16:00 to 16:45

Monday, 13th September

Video call

September Parents Evening

2 appointments from 15:00 to 15:45

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*.