



All Saints' Catholic Voluntary Academy

Head Teacher: C Cuomo

Broomhill Lane, Mansfield, Nottinghamshire NG19 6BW
Tel: 01623 474700 Email: admin@allsaints.notts.sch.uk
Website: www.allsaints.notts.sch.uk



“We shall serve.”

Mark 10:45 - *“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”*

7th December 2020

Dear Parents and Carers,

In order to ensure the health and safety of our staff, students and wider community, the decision was made in March 2020 that non-essential visitors should not enter the school site. This continues to be the case, as a result, the school has invested in software which will enable the Year 11 Parents' Evening, due to take place on Tuesday 12th January at 5pm until 8pm, to take place via video appointments. This is a wonderful opportunity to speak to your child's teachers about the progress your child is making, whilst ensuring all parties remain safe. Given the importance of this academic year for your child, we hope many of you find this approach a helpful way of being able to support your child in the run up to their GCSE examinations.

You will be able to book appointments from 13th December at 9.00am until 8th January at 16.00pm.

We are using a piece of software provided through School Cloud and you can access the booking system through the following link: <https://allsaintsmansfield.schoolcloud.co.uk/>

Using the School Cloud Website

Parents and Carers, with School Cloud access, are those individuals who will have listed as Priority One and Two contacts on the admission form at the beginning of the academic year. It will be parents and guardians who have parental responsibility and that includes those with a court order in place. It is important that both first and surname, and your child's name and date of birth is inputted in the same way that it is on the school system. If you are struggling to login, it may be because you are not listed as a Priority One or Two contact, do not have parental responsibility including a court order, or because there is spelling or numerical error on our system. In any of these cases, please contact, Mrs Scott with the nature of the problem: scott.l@allsaints.notts.sch.uk. By having both Priority One and Two contacts, it means that parents/carers, who may live separately, can both be involved in finding out about their child's progress.

At login, you will be asked for an email address; this is not authenticated with the email address that you listed on your child's admission form at the start of the year; it is merely for School Cloud to send a confirmation email to you when you have successfully booked and saved your appointments.

The instructions at the end of the letter outline how to access the website in order to book appointments. Then, on the evening of your appointments, you will simply need to login using the same link and follow the onscreen instructions to begin the appointments you have booked.

There will a button stating: Join Video Appointments which you should press.

"The school is a cohesive and inclusive community characterised by pupils who are highly respectful of each other and very polite. The overall achievement of pupils has remained strong and pupils make good progress overall."

There is nothing to install as the video appointments run through the School Cloud website and it is compatible with the following web browsers:

- **iPhone/iPad:** Safari
- **Android:** Chrome or Firefox
- **Windows:** Chrome, Firefox, or Edge ([latest version](#) only)
- **Mac:** Safari, Chrome, or Firefox

The minimum requirement for this software to work is an audio connection*.

** Parents or teachers joining a video call using an iPhone/iPad running iOS 14.2 are likely to experience stuttering audio which may stabilize itself after some time. This issue is not specific to SchoolCloud Parents Evening and affects joining any video through the Safari browser on iOS 14.2. This is caused by a bug in iOS 14.2 which is logged on Apple's bug tracker. We recommend you not use Apple devices running iOS 14.2.*

The appointments will be five minutes long. There will be a countdown. The appointment cannot be extended; when the countdown gets to zero, the software automatically stops the call. The appointment begins at the allotted time of booking; therefore, if you are late, you can join within the remaining time of the five minutes, however, the appointment cannot be extended. If the appointment is missed, there is no way to rearrange this.

You will see a schedule for the timing of the appointments along with the teacher's name and there will be a large square which states Start Appointment; in order to begin the appointment, you have to press this. The video appointment will begin when the teacher also presses this.

Once a call has finished, the schedule will update and then the next call will need to be initiated. There is no need to sign in or out.

Then at the end of all scheduled appointments, a confirmation button indicating that the appointments have finished will show and prompt you to sign out.

Further Guides can be found at School Cloud- link here

<https://support.parentseveningsystem.co.uk/category/458-parents-evenings>

This will be the first time the school uses this software on such a large scale and whilst we are hopeful that all elements have been considered, there may be some technical issues. We ask you for your patience during this time. Any queries regarding using the software should be directed to our ICT Support Office: marsden.a@allsaints.notts.sch.uk.

Yours Faithfully



Mrs L Johnson
Deputy Head Teacher

Parents' Guide for Booking Appointments

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

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

Log In

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.

Parents' Evening

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.

Click a date to continue:

- Thursday, 16th March (Open for bookings)
- Friday, 17th March (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

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	E4
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monama	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))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
	Ben	Andrew	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.

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.

My Bookings

Thursday, 16th April

Successfully booked 3 appointments. Please refer the school on the main entrance and follow the signs for the Bookings when the morning booking class. Booking is available in the main school car park.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E4
16:30 Miss B Patel	Andrew	English	H3
16:50 Mrs A Wheeler	Ben	Mathematics	M2
17:00 Mrs A Wheeler	Ben	Mathematics	M2

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*.