

The King's School

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14 October 2020

Dear Parent/Carer

Year 7 Virtual Welcome Evening - Wednesday 21 October 2020

As we approach the end of your child's first term at The King's School, I would like to invite you to attend a 5 minute appointment with their form tutor at the Year 7 Welcome Evening on Wednesday 21 October 2020 from 3.30pm to 6.30pm. Normally, this is an evening where we would invite you in to discuss how they have settled in whilst at the same time being vital to establish relationships between home and school. Due to the current pandemic we are unable to facilitate face to face meetings in person, in school. Many of you will have used online parents/carers evening booking systems in primary schools, thankfully this same platform now enables parents/carers evenings to run via video links using a smart phone, laptop or PC.

The system allows you to choose your 5 minute appointment with the form tutor. You will receive an email confirming your appointment time and a help sheet to assist you to make bookings and log in for the evening itself. Whilst we have made every effort to test the new system please be patient in the event of any initial technical difficulties.

If you do not have access to the internet, please contact the school office who will be happy to make the appointment on your behalf; you will receive a phone call appointment at your allocated time. If you do not have access to a device with a camera, the appointment should be made as above or online if you can access the internet; you will receive a phone call appointment at your allocated time.

Appointments can be made from 09.00am on Thursday 15 October 2020 and will close on 12.30pm on Wednesday 21 October 2020. Should you wish to make any changes after this time please contact the school office on 01977 601701.

Please visit https://thekingspontefract.parentseveningsystem.co.uk/ to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

- Parent / Carer Name
- Email address
- Student's details

Yours sincerely

Mr A Holland Assistant Head Teacher



Parents' Guide for Booking Appointments



Browse to https://thekingspontefract.schoolcloud.co.uk/



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.



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*.



Step 3: Select Booking Mode

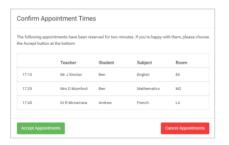
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.



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.



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).



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.



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*.