



**The King's School**

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## THE KING'S SCHOOL

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/>

**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.

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

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

## 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 March

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