

PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18

Headteacher: Dr A.A.L. Evans, B.Sc. Ph.D.

Head of Sixth Form: Mrs C. Webb, B.A. (Hons)

SIXTH
FORM

6th March 2023

Dear Parents' and Carers'

Year 13 Parents' and Carers' Evening 21.03.23 4.30pm – 7.30pm - Online Appointment Booking

I would like to invite you to attend our online Parents' and Carers' Evening on Tuesday 21st March. This is an important opportunity for you to discuss your child's internal assessment results and preparation for the final examinations this summer.

We will be using our online booking system which allows you to choose your own appointment times with the teachers that you would like to see and you will receive an email confirming your appointments. The consultations will be conducted via video link which will require the use of smart phone or another webcam and microphone enabled device.

Appointments can be made from 9.30am on Monday 13th March and will close on Monday 20th March at 4.00pm. Should you wish to make any changes after this time please contact the Sixth Form office, sixthform@princehenrys.worcs.sch.uk There is an option within the appointments system for you to let us know that you are unable to participate in the evening and should this be the case we would be grateful if you could use this option. We would also encourage students to be present for the appointment on the evening so that they can share in the discussion.

Please visit <https://phhs.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is on the reverse of this letter. Information about how to conduct the appointments can be found at: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Login with the following information:

Your name and usual salutation e.g. Mrs Webb

Student's First Name (legal forename) Student's (legal) Surname Student's Date of Birth

If you have problems accessing the system please contact the Sixth Form office.

Yours sincerely



Mrs C Webb,
Assistant Headteacher, Head of Sixth Form

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The Prince Henry's High School Academy Trust trading as Prince Henry's High School, registered as a company in England and Wales at the above address. Reg No 07512962

Working in collaboration with Bredon Hill and St Ewain's Middle Schools

Parents' Guide for Booking Appointments

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

Parent Details

Title First Name Surname
Mrs Parent Abdul

Email Confirm Email
parent@gmail.com parent@gmail.com

Student Details

First Name Surname Date Of Birth
Ben Abdul 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
Click to book now

Friday, 17th March
Click to book now

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 options 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 un-tick them before you continue

Don't Allow

☒ Mr J Brown
SENDO

☒ Mrs A Wheeler
Class 11A (L1)

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	E1
17:25	Mrs D Munford	Ben	Mathematics	M2
17:45	Dr B McKenna	Andy	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
SENDO (A2)
SEN

Miss B Patel
Class 10E (H3)
A10E

Mrs A Wheeler
Class 11A (L1)
B11

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

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E1
Mrs D Munford	Ben	Mathematics	M2
Dr B McKenna	Andy	French	L4

Amend Bookings Print

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*.