

PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18

Headteacher: Dr A A L Evans BSc(Hons), PhD

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

SIXTH
FORM

16th December 2024

Dear Parents and Carers

Year 12 Parents & Carers in-person Evening 9.01.25 4.30pm – 7.30pm – Online Appointment Booking

I would like to invite you to attend our Parents and Carers Evening on Thursday 9th January. This is an important opportunity for you to discuss your child's progress with their subject teachers and to explore ways in which Year 12 students can be supported over the coming months.

The event will take place in person, you are warmly invited to come into school to meet with your child's teachers. Appointments should still be booked online using our usual system which allows you to choose your own appointment times with the teachers that you would like to see; you will receive an email confirming your appointments. If you require an additional appointment with a member of the Sixth Form Team please contact the Sixth Form office.

Appointments can be made from 9.00am on Wednesday 18th December and will close on Wednesday 8th January 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 your child to attend the appointment with you 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.

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

Victoria Avenue, Evesham, Worcestershire WR11 4QH

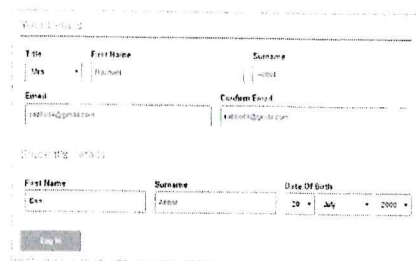
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Worcestershire Hills Trust trading as Prince Henry's High School, registered as a company in England and Wales at the above address. Reg No 07512962

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

Parents' Guide for Booking Appointments

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



Step 1: Login

Fill out the details on the page then click the *Log In* button.

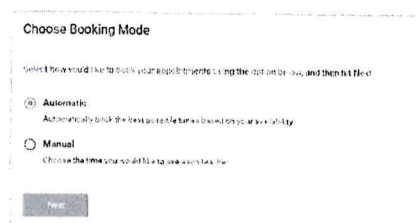
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

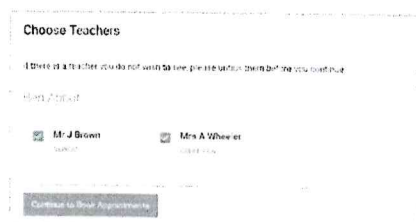
Unable to make all of the dates listed? Click *I'm unable to attend*.



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.

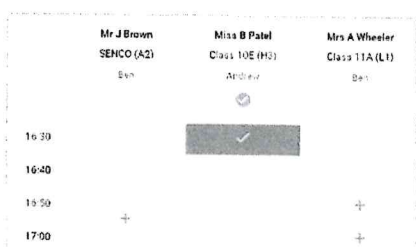


Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Mrs A Wheeler	Ben	Mathematics	M2
Mr B Wheeler	Andrew	French	L4

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*.