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)

October 2026

Dear Parents and Carers,

Year 12 Parents' and Carers' Evening with Tutors – Online Appointment Booking
Tuesday 10th November 2026: 4.30 pm – 7.30 pm

I would like to invite you to attend our online Parents' and Carers' Evening on 10th November. The evening will be an opportunity for you to discuss both academic progress and pastoral issues. Tutors will spend the next two years supporting and monitoring students and therefore are an important point of contact. The evening is likely to be most beneficial if a dialogue between tutor, student and parents/carers can take place and for this reason students are warmly invited to participate.

As students have completed just eight weeks of the new A Level courses, subject staff, via tutors, will only be able to give an early impression of how students are settling in. A further Parents' and Carers' Evening with subject staff will be held on Thursday 7th January 2027, this will be an in person event.

The school has an easy to use online appointment booking system which allows you to choose your own appointment times with your child's tutor. The appointment 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 9.00am on Tuesday 3rd November and bookings will close on Monday 9th November at 4.00pm. Should you wish to make any changes 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.

Cont.

Please visit https://phhs.schoolcloud.co.uk to book your appointments. A short guide on how to add appointments is attached to 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, or would like an additional appointment with me, please contact the Sixth Form office.

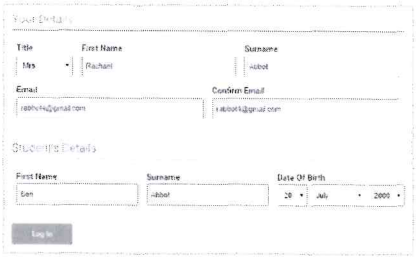
Yours sincerely,



Mrs C Webb
Assistant Head Teacher and Head of Sixth Form

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.

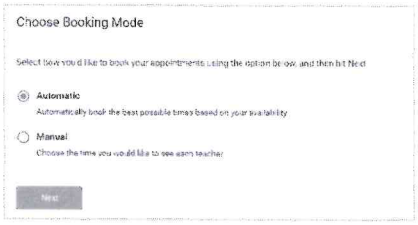
A confirmation of your appointments will be sent to the email address you provide.



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.

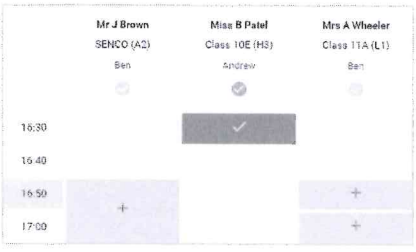
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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*.