



23rd September 2024

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Dear Parents/Guardians of Year 12 Students

The Parent & Tutor Meeting can be booked using SchoolCloud; an easy to use online system that doesn't use an app. This meeting will be taking place **in person** in the school hall. As this meeting is between parent/s and tutor, there is only one appointment to book. The Head of Year and Head of Sixth Form will also be present on the evening and will be available on a drop in basis.

This initial face-to-face meeting with your child's tutor will give you both an opportunity to discuss how well they are settling into the new school year at Arden. The meeting will focus on the following areas:

- How well they are settling in at school, is any further support needed?
- Are they enjoying all of their subjects, do they need any support?
- Is there anything that we need to know about how best to support your child?

For some parents this may be the first time you have used the SchoolCloud system, or at the very least you may need a 'refresher'. Below are the key pieces of information that you need to know to be able to access the system, along with useful 'how to' information.

How to access School Cloud

You will need to log into school Cloud to book appointments

PLEASE USE THIS LINK: <https://ardenacademy.schoolcloud.co.uk/>

You will **not** need specific logins or a phone app to use the system. It is all hosted through the internet, using your name and your child's name and date of birth to access the web site. Attached is also a handy user guide. **It is important that you enter your child's name exactly as it appears in Edulink.**

When do appointments open for booking?

Appointments open on **Thursday 3rd October at 9am.**

Although you will not be able to book appointments before Thursday, you can log into the system to check that you are able to access the web site.



The booking system will close at **9am Thursday 10th October**.

Etiquette for in-Person Appointments

Although you will only meet with one tutor during this meeting, all the tutors will have appointments with the parents of all their tutees. In order to enable the evening to run as smoothly as possible there are a few key aspects that we would like to share with you that will help you prepare and to ensure everyone meets with their tutor at the correct time:

- The sessions will be booked within a **fixed time frame of 5 minutes**. Some tutors may bring a timer or use a phone/watch to enable them to stay on schedule.
- The tutor's next session may be booked to follow immediately afterwards, so it is not possible for them to delay starting the next meeting. If you have further questions please ask your child's tutor if they can contact you another time to discuss your concerns. Please do not attempt to queue jump unless the tutor invites you to do so as they have a spare appointment slot. Your **child will be able to attend** meetings.
- You will not be able to meet with a tutor unless you have an appointment with them. They will be in a meeting with other parents.
- Above all, please be respectful and polite to other parents and the tutors.

I appreciate that this is quite a lot of information about what may be a new system. It is probably advisable to save this message, to refer back to later.

Please be assured that one of the reasons we picked this platform to both book, and later host meetings, is its relative ease of use. As always if you need help setting up the system or have difficulties accessing the platform, we will be happy to help.

Kind regards
Miss L Page
Deputy Headteacher