



27th September 2023

STATION ROAD KNOWLE SOLIHULL B93 0PT
01564 773 348
WWW.ARDEN.SOLIHULL.SCH.UK

Dear Parents/Guardians of Year 12 Students

Parent & Tutors Meetings – Thursday 12th October 2023, 3:50-6.30pm

This year we will be booking our Parent & Tutor Meetings using SchoolCloud. These meetings will then take place in person in the school hall.

All subsequent parent and teacher consultation meeting will take place on-line using SchoolCloud. We began using SchoolCloud during the COVID pandemic and when asked, the overwhelming majority of parents stated they would prefer for this system to remain in place even after COVID restrictions were lifted.

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. Please refer to the handy user guide attached. **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 5th October at 9.00am.**

Although you will not be able to book appointments before Thursday at 9.00am, you can log into the system to check that you are able to access the web site.

The booking system will close at 10am Wednesday **11th October.**

Additional Resources to help you access the School Cloud system

For general information regarding SchoolCloud please refer to

<https://www.parenteveningsystem.co.uk/>

SchoolCloud is fairly straightforward. To help you with the process there are a number of resources:



1. A copy of the Parent guide to Booking Appointments ([Attached](#))
2. A further video produced by the company describing the online meeting <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

It may be that you do not need to read or watch these in order to understand the process, however they are here to refer to if needed. It is recommended that you watch the video as it explains the entire process and includes some answers to frequently asked questions.

If you having difficulties accessing the system and none of the support material helps resolve the problem, please contact school using office@arden.solihull.sch.uk

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 **6 minutes** per appointment. 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.
- The pastoral team are also able to book to see you. You may receive an email with these appointment details before the booking platform is open.
- 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

