

10 January 2025

Dear Parent/Carer

Y10 Progress Evening Wednesday 22 January 4:00pm-7:00pm - Online Appointment Booking

I would like to invite you to meet virtually with your child's subject teachers on **Wednesday 22 January 2025**. The evening will provide an opportunity for you to discuss your child's current progress and attitude to learning in each of their subject areas, as well as their projected achievement in their GCSEs.

The meetings with teachers will take place using **School Cloud**, an online software for virtual progress evenings, that can be accessed from a smart phone, laptop or PC. School Cloud has a highly intuitive, user-friendly online appointment booking system which will allow you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please visit <https://monkseaton.schoolcloud.co.uk/> to book your appointments. The system allows you to book, and then attend the appointment by video. Appointments can be made from **Monday 10 January** and will close **at noon on Wednesday 22 January**.

Please note, each meeting is 5 minutes in length. This is timed by the system and you will be able to see it counting down. When it reaches zero seconds, the video will cut off automatically. The teacher will then join their next meeting.

Included with this letter is a short guide on how to make bookings, and information on how to log on to the system for the appointment. You can find helpful videos to further support you by access the 'Students & Parents' section of our website:

<https://www.monkseaton.org.uk/progress-evening>.

We believe that for your child to be successful in school and reach their full potential it is important that both home and school work together in partnership. There is no doubt that support from home is a key factor in students doing as well as possible at school and so I urge you to sign up to this event.

If you have any queries please don't hesitate to contact main reception on 0191 297 9700 or email at office@monkseaton.org.uk.

Yours faithfully

Aimee Turner

Year Leader for Year 10

Parents' Guide for Booking Appointments

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



Step 1: Login

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

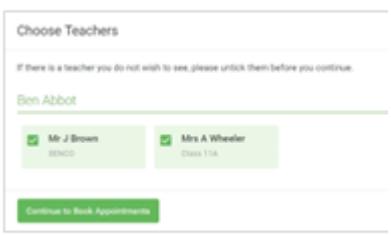
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

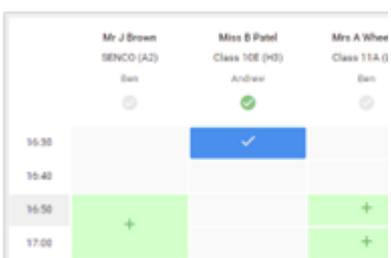
Click on the date you wish to book.

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



Step 3: Choose Teachers

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 4: 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.

September Parents Evening
2 appointments from 16:15 to 16:45
Tuesday, 14th

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:45 Monday, 13th

September Parents Evening
2 appointments from 15:00 to 15:45 Monday, 13th

Step 5: 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*.