



**BIDDULPH
HIGH
SCHOOL**



Potteries Educational Trust Head Office
City of Stoke on Trent Sixth Form College
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Headteacher: **Mrs E C Robinson BA (Hons)**

21 January 2021

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

Re: Year 9 Progress Evening – Thursday 4 February 2021

The Year 9 Progress Evening will take place on Thursday 4 February 2021 from 4.30 pm until 7.00 pm, to discuss the progress of your son/daughter. We feel this is a most important occasion and would encourage you to make an appointment.

We will be using an online service called SchoolCloud which enables you to make an online call with teachers using a laptop, desktop, tablet or smartphone. Please choose a device with a microphone and camera if possible. Please visit the following website <https://biddulphhigh.schoolcloud.co.uk/> to register and book your appointments using the instructions below for guidance.

We recommend that once you have booked your appointments, you join the meeting and test your microphone prior to the evening. Please note, the appointment times are available to book at fixed intervals of five minutes. You will see a timer at the bottom of the screen which will show you how long you have left to finish your conversation before you are automatically cut off and moved onto your next appointment.

Please note, you need to have booked your appointments by 12 noon on 4 February 2021.

We suggest you join a few minutes before your first appointment to allow you to have your full allotted appointment time and to ensure you are connected to the meeting.

You will receive a reminder of the Progress Evening via email once you have booked appointments and on the day of the Progress Evening.

Yours sincerely

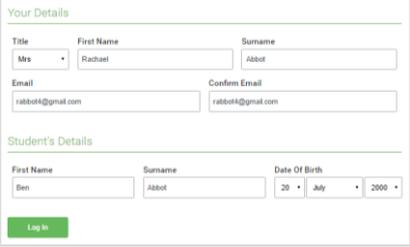
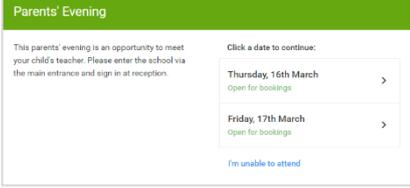
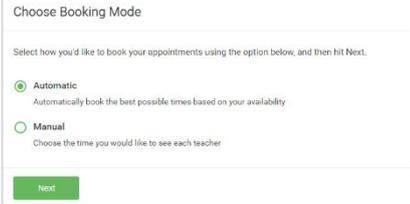
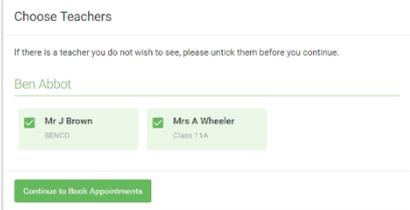
Miss L Harte
Head of Year 9

Enc.



Progress Guide for Booking Appointments

<https://biddulphhigh.schoolcloud.co.uk/>

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|---|---|
|  | <p>Step 1: Login Fill out the details on the page then click the <i>Log In</i> button.</p> <p>You must enter your details and your child's legal first name as we have it on our system at school. If you incur a problem, please call us.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p> |
|  | <p>Step 2: Select Progress Evening</p> <p>Year 9 Progress Evening - Thursday 4 February 2021</p> |
|  | <p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p> |
|  | <p>Step 4: Choose Teachers</p> <p>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.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p> |
|  | <p>Step 5b (Manual): Book Appointments</p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p> |



| Time | Subject | Day | Subject | Room |
|-------|---------|-----|---------|------|
| 15:10 | PHYSICS | Mon | PHYS1 | 112 |
| 15:10 | PHYSICS | Mon | PHYS1 | 112 |
| 15:10 | PHYSICS | Tue | PHYS1 | 112 |
| 15:10 | PHYSICS | Tue | PHYS1 | 112 |
| 15:10 | PHYSICS | Wed | PHYS1 | 112 |
| 15:10 | PHYSICS | Wed | PHYS1 | 112 |
| 15:10 | PHYSICS | Thu | PHYS1 | 112 |
| 15:10 | PHYSICS | Thu | PHYS1 | 112 |
| 15:10 | PHYSICS | Fri | PHYS1 | 112 |
| 15:10 | PHYSICS | Fri | PHYS1 | 112 |

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*.

PLEASE ENSURE YOU TEST YOUR MICROPHONE ONCE YOU HAVE SET EVERYTHING UP TO ENSURE YOU CAN HEAR TEACHERS DURING THE EVENING.

