

21st January 2021

Dear Parents and Carers,

Parents Meeting Day - Wednesday 3rd February

On Wednesday 3rd February we will be holding a Parents' Meeting Day. During the day, subject teachers will be meeting parents and students to discuss performance on recent mock exams and discuss strategies for further improvement. Parents and Students should attend these meetings virtually using SchoolCloud. Work will be set on google classroom for students to complete on this day.

The focus of the day will be on exam classes. As such, Year 11 students will have meetings with their English, maths, science and option teachers. Year 10 students will have a meeting with their options teacher and Year 9 will have a meeting with their languages teacher.

We will be using the same online appointment booking system as we did in November. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments will be 5 minutes long and please note the call will automatically end after 5 minutes so please ensure you attend the meeting on time.

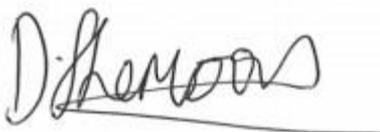
To book appointments please use the following website:

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

Below is a guide for booking appointments. You can attend the meeting via any device with a microphone and speaker including a smartphone or laptop. There is also a video guide [here](#).

SchoolCloud have also updated their service so more than one parents can attend the meeting. The guide for this is also below.

Best regards,

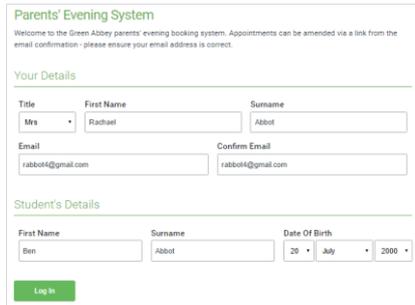


David Shemoon
Assistant Headteacher
Elizabeth Garrett Anderson School



Parents' Guide for Booking Appointments

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



Parents' Evening System
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot
Email: rabbotk@gmail.com | Confirm Email: rabbotk@gmail.com

Student's Details

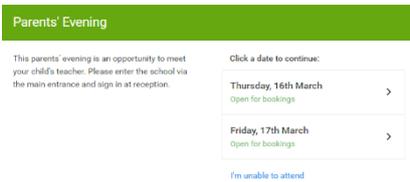
First Name: Ben | Surname: Abbot | Date Of Birth: 29 July 2000

Log In

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.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

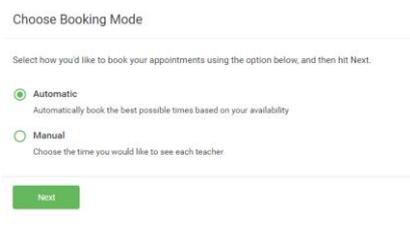
- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Academic Review Day

Click on the date you wish to book.

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



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose either Automatic to receive a suggested slot or Manual if you would like to select your own slot. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

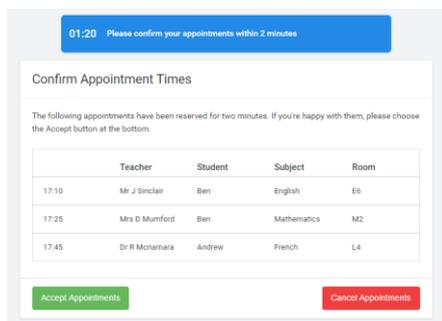
- Mr J Brown**
SENCO
- Mrs A Wheeler**
Class 11A

Continue to Book Appointments

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 your daughters form tutor who will be the sole option. A green tick indicates they're selected. To de-select, click on their name.



01:20 Please confirm your appointments within 2 minutes.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

Accept Appointments | Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see your provisional appointment which is held for 2 minutes. To keep it, choose Accept at the bottom left.

If it wasn't possible to book a meeting switch to manual booking mode (Step 5b).



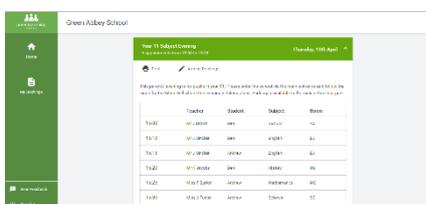
	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Grey cells are unavailable.

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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



Time	Teacher	Student	Subject	Room
16:30	Mr. Wheeler	Ben	English	11A
16:40	Mr. Wheeler	Ben	English	11A
16:50	Miss Patel	Andrew	Maths	10E
17:00	Miss Patel	Andrew	Mathematics	10E
17:00	Miss Patel	Andrew	Science	10E

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*.

Inviting another parent/guardian to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

January Progress Meeting Tuesday, 12th January
3 appointments from 16:00 to 16:25

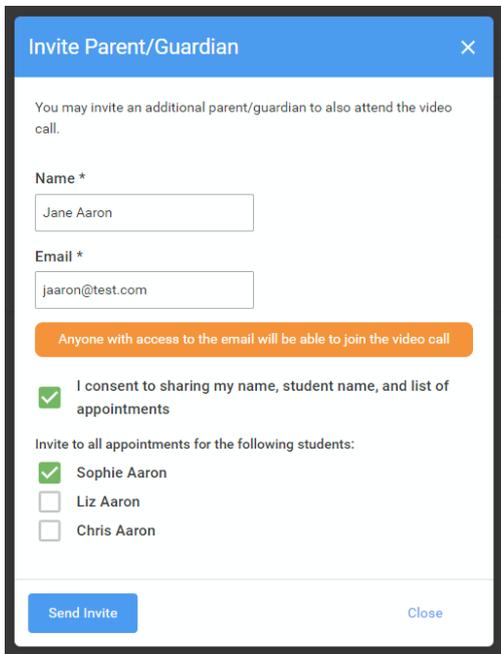
Print
Amend Bookings
Invite Parent/Guardian
Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English



2. You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.



The screenshot shows a web form titled "Invite Parent/Guardian" with a close button (X) in the top right corner. The form contains the following elements:

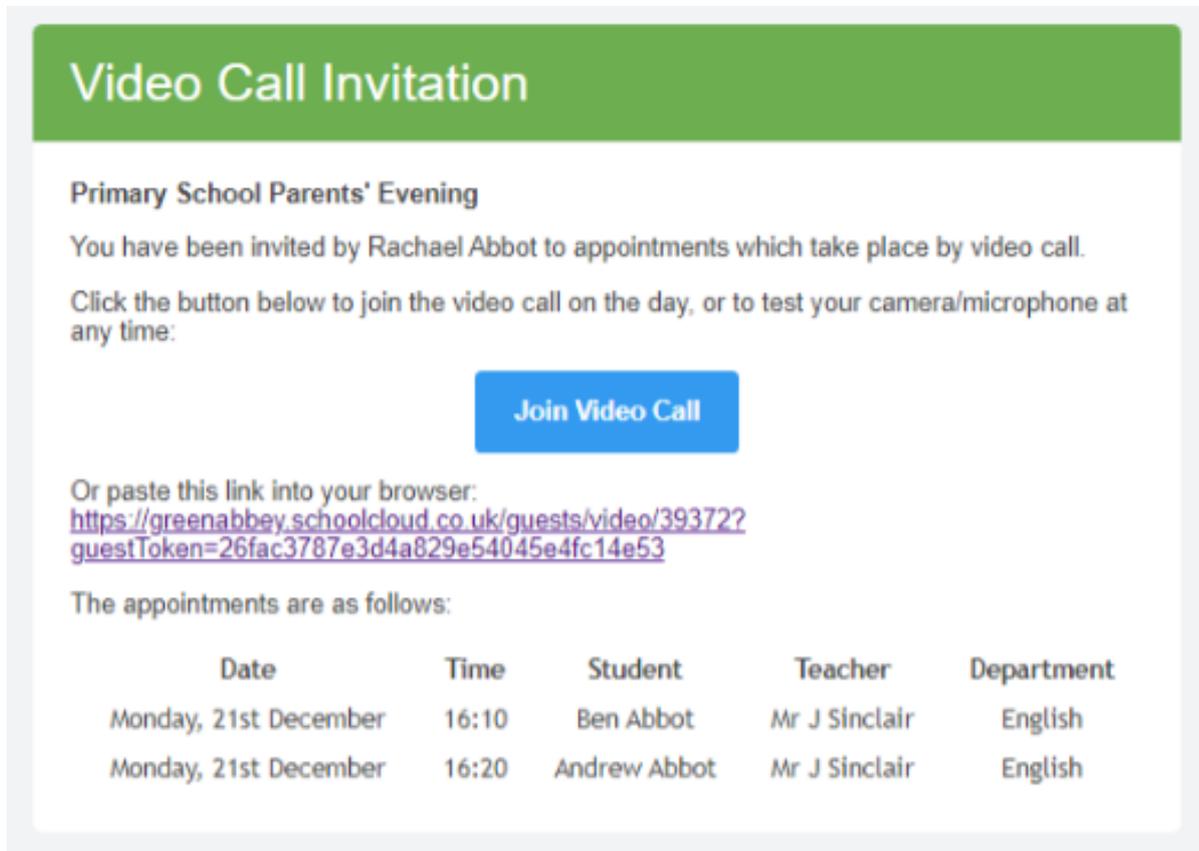
- A message: "You may invite an additional parent/guardian to also attend the video call."
- A "Name *" field with the text "Jane Aaron".
- An "Email *" field with the text "jaaron@test.com".
- An orange warning box: "Anyone with access to the email will be able to join the video call".
- A consent checkbox: "I consent to sharing my name, student name, and list of appointments".
- A section "Invite to all appointments for the following students:" with three options:
 - Sophie Aaron
 - Liz Aaron
 - Chris Aaron
- A blue "Send Invite" button and a "Close" link at the bottom.

You must enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments. If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call. Here is an example of what the invite email looks like:



3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add



Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

[Join Video Call](#)

Or paste this link into your browser:
<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them.

Note that a call can have a maximum of 4 people in it at any one time. In cases where a school has assigned 3 teachers to take joint appointments for a class, a parent can still invite a guest, but once the number of participants in the call reaches 4 no further people can join it (unless one of them leaves).

