Aylsham High School

Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child

Dear Parent/Carer January 2024

Year 10 Parents' Evening

I would like to invite you to attend your child's parents' evening. This event is going to take place remotely using SchoolCloud. During the virtual parents' evening you will have an opportunity to talk with your child's subject teachers. These evenings are a crucial part of the support process for our students, as they present an opportunity to have face-to-face meetings which can be incredibly powerful for both students and parents. I strongly urge **you and your child to attend,** if you can, and to make sure you see as many of their teachers as possible.

Parents' evenings, for each year group, will take place over two evenings this year. This is to allow teachers who work on a part time basis to attend these events. We would expect the majority of parents' evening appointments to take place on the first day allocated for the event. The events will take place from 3.50pm until 7.00pm for the majority of appointments. Some teachers will have their appointments slightly outside of these two times, however, all staff will have the same number of appointments available to families during the evening. SchoolCloud will show clearly which staff are available on which evening and the timing of their available appointments.

Priority night – Monday 12th February 2024
Secondary night – Tuesday 13th February 2024

Appointment booking windows:

- **First date with restrictions – Friday 26th January 4pm**
- **Second date to open all – Friday 2nd February 4pm**
- **Close for priority night – Monday 12th February 12pm**
- **Close for secondary night – Tuesday 13th February 12pm**

Parents' Evening information: https://www.aylshamhigh.com/ahsparentsevening

Click here to access SchoolCloud: https://aylshamhigh.schoolcloud.co.uk/

Guidance about School Cloud:
https://www.aylshamhigh.com/ahsinstructionsforschoolcloud

If parents are separated, we kindly request that only one appointment per child per subject teacher is made for parents' evenings to allow teachers to see as many families as possible. Both parents are able to join the video appointment with their child's teacher at the same time from different devices and locations; guidance on how to add a parent to appointments can be found at the end of this letter, and is also available on the school website.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)
Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.
Director of Business and Community Strategy: Mrs J Tuttle

Aylsham High School · Sir Williams Lane · Aylsham · Norfolk · NR11 6AN
Tel: 01263 733 270 · Email: office@aylshamhigh.norfolk.sch.uk · www.aylshamhigh.com

SchoolCloud Parents' Evening Instructions

Please be aware of the following to help you get the most out of the parents' evening:

1. **Using SchoolCloud**
   Please visit https://aylshamhigh.schoolcloud.co.uk/ to book your appointments. Guidance on how to book appointments can be found at the end of this letter, and is also available on the school website.

2. **Restrictions to booking windows**
   To ensure that the GCSE PE students are prioritised for appointments with their teachers, families will not initially be able to book core PE appointments.

   Once families have had time to book appointments for GCSE PE, we will open up the booking system so that core PE appointments can be made. Therefore, please ensure that you have made your initial appointments by the date required.

   If your child studies PE GCSE then this appointment will cover all aspects of their PE in school so a core appointment is not necessary.

3. **Waiting lists**
   Please be aware that it is not possible for teachers to see all the students they teach at parents' evening as some teachers will teach more than one group. SchoolCloud operates a waiting list system for teachers who are oversubscribed, so please select this option if one or more of the teachers you wish to meet do not have any available appointments. If there are any cancellations we may be able to add parents and students from the waiting list before 12pm on the day of the parents' evening. We will require confirmation from you in order to add these additional appointments, so please keep an eye on your appointment list when you first log in on the evening. Alternatively, if you have not been able to make an appointment with a teacher and would like further information about your child's progress, please email the head of department for that subject.
   Email addresses for staff can be found on the school website:
   https://www.aylshamhigh.com/usefulcontactsandemailaddresses .

4. **Appointment times**
   Each appointment time is 5 minutes. To help the evening run smoothly there is a 1 minute transition time between each appointment. The SchoolCloud system will time each appointment, ending the appointment at the allotted time. There will be a countdown timer visible so that everyone can see how much time is left of the meeting. The system will end the appointment at the time required which may mean that conversations could be cut off. Please note that this is not controlled by the teacher. Therefore, it will be important to keep an eye on the clock and to ensure that conversations focus on the points that need to be covered in the time allowed.

5. **Cancellations**
   If, for whatever reason, you and your child are unable to attend the parents' evening, we would be very grateful if you would log into the SchoolCloud system to cancel your appointment(s) or email the school at office@aylshamhigh.norfolk.sch.uk giving your child's full name. This allows the appointment(s) to be used by another family. Guidance on how to cancel or amend appointments can be found on our website: https://www.aylshamhigh.com/ahsinstructionsforschoolcloud.

6. **Camera and microphone**
   Families will need to have use of a device which has a camera and microphone and can access the internet in order to attend this event. If this presents a problem, please contact our parent support adviser, Carol Flatters, cflatters@aylshamhigh.norfolk.sch.uk.

7. **Teacher absence on the day**
   If any member of staff is unavailable on the day, we will update SchoolCloud and cancel these appointments. If you wish to receive feedback from any teacher who is absent, please contact the school via office@aylshamhigh.norfolk.sch.uk and your email will be forwarded to the named staff member(s).

8. **Pastoral concerns**
   If you have any pastoral concerns or would like to speak to your child's head of house or form tutor, please email deptpastoral@aylshamhigh.norfolk.sch.uk in the first instance. All communication will be looked at on a daily basis and forwarded to the appropriate person. Please state clearly your child's name, year and tutor group in your email.

   Mr Sweatman, our Special Educational Needs Coordinator (SENCo), is also available to speak to families at parents' evening. If you have any queries about how your child's needs are met at AHS, please do make an appointment via SchoolCloud. If your child is taught by Mr Sweatman, please only make one appointment with him as any concerns can be discussed within the appointment for both the subject and your child's needs. This allows for more families to have an opportunity to book an appointment. If you are unable to attend, please email Mr Sweatman, dsweatman@aylshamhigh.norfolk.sch.uk.

If you have any further queries, then please do not hesitate to contact the school.

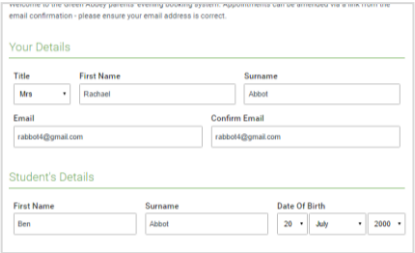
Thank you for your continued support.

Yours sincerely

Mr C Bridge
Deputy Headteacher

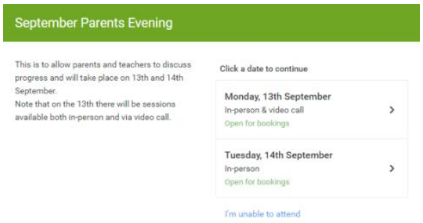
Parents' Guide for Booking Appointments

Browse to https://aylshamhigh.schoolcloud.co.uk/



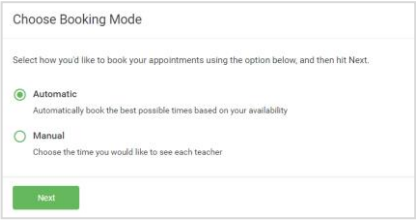
Step 1: Login

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.



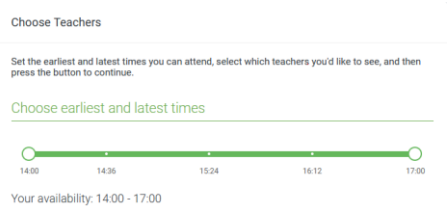
Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.



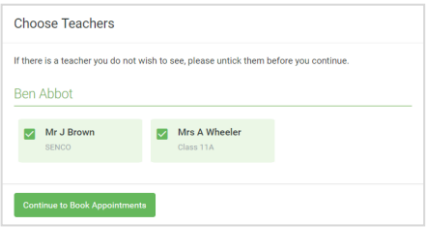
Step 3: Select Booking Mode

Choose *Automatic* 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 *Manual*. Then press *Next*.
We recommend choosing the automatic booking mode when browsing on a mobile device.



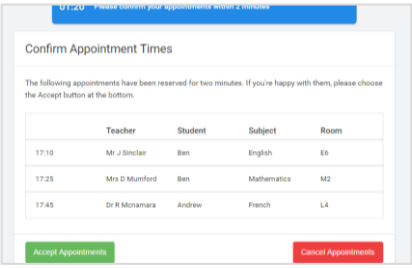
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



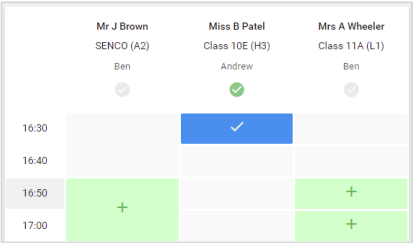
Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



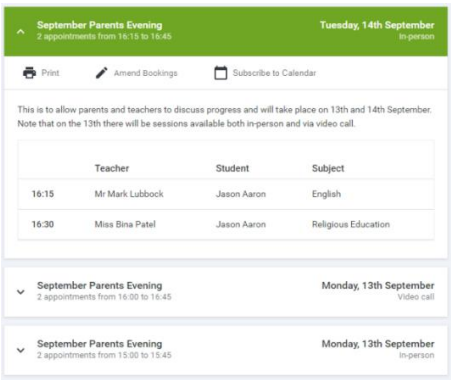
Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



Step 7: Book Appointments

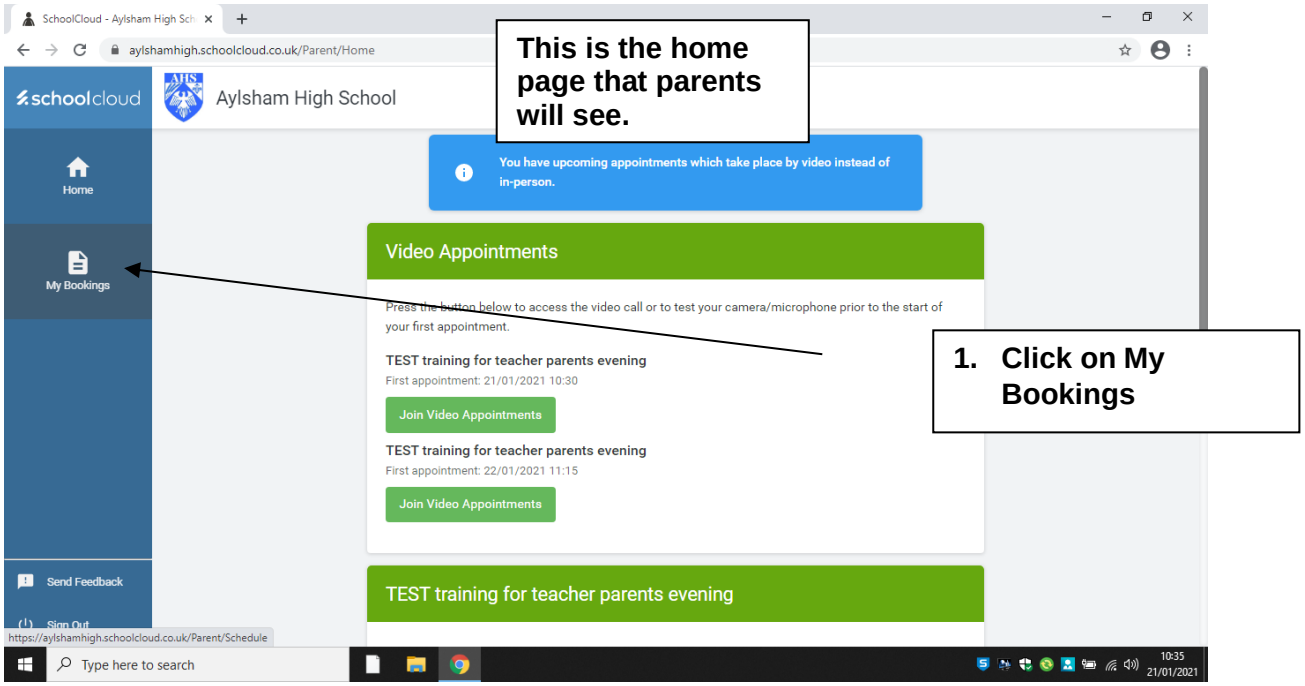
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.
Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



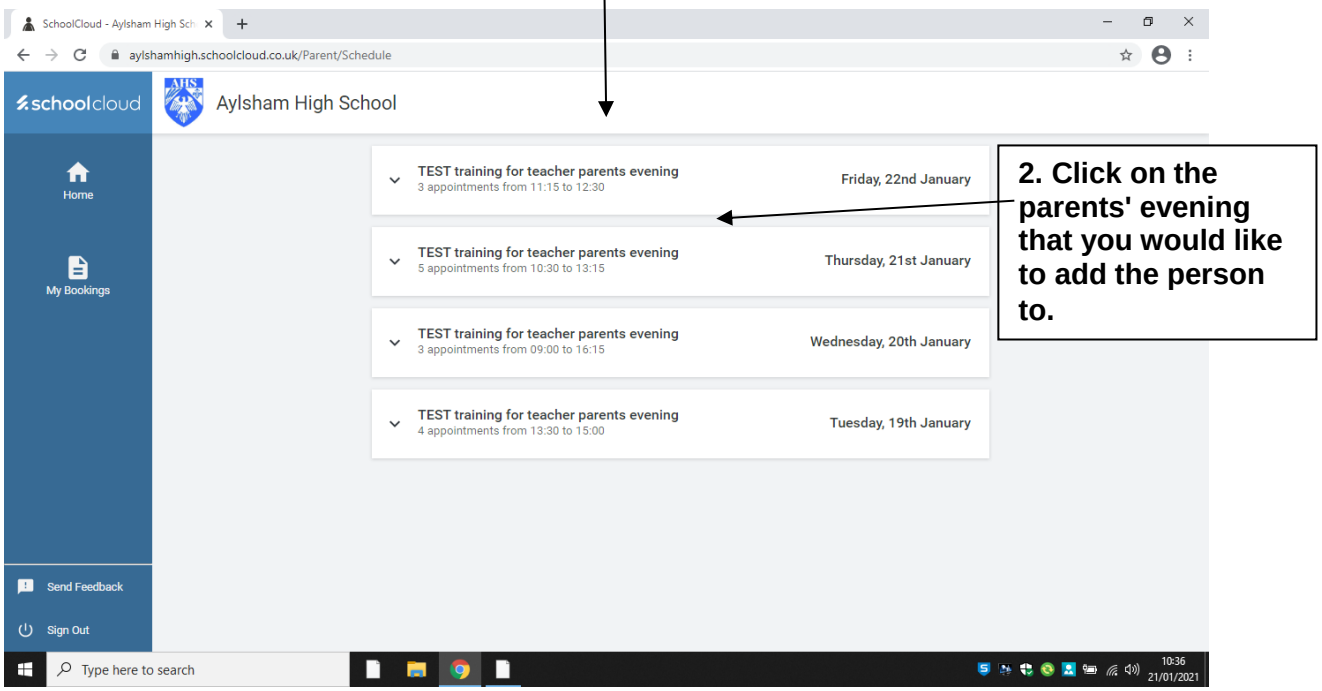
Step 8: Finished

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*.

Parents' Guide to Adding Another Parent to the Scheduled Appointments



It will then take you to this page



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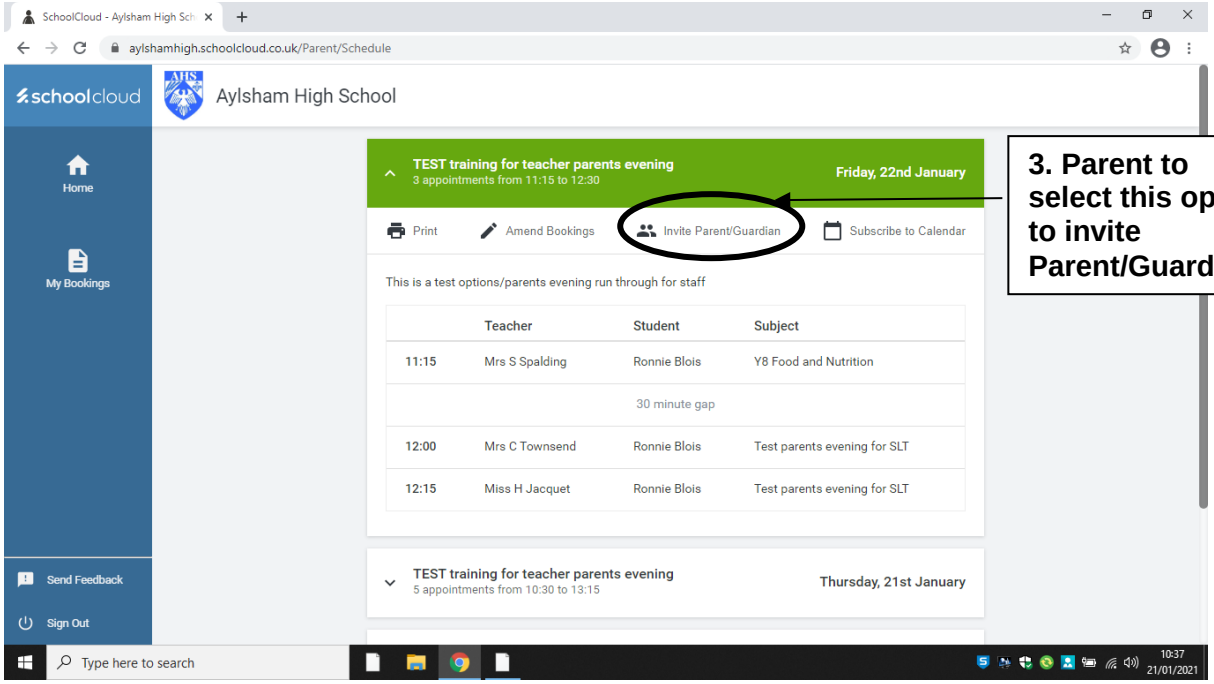
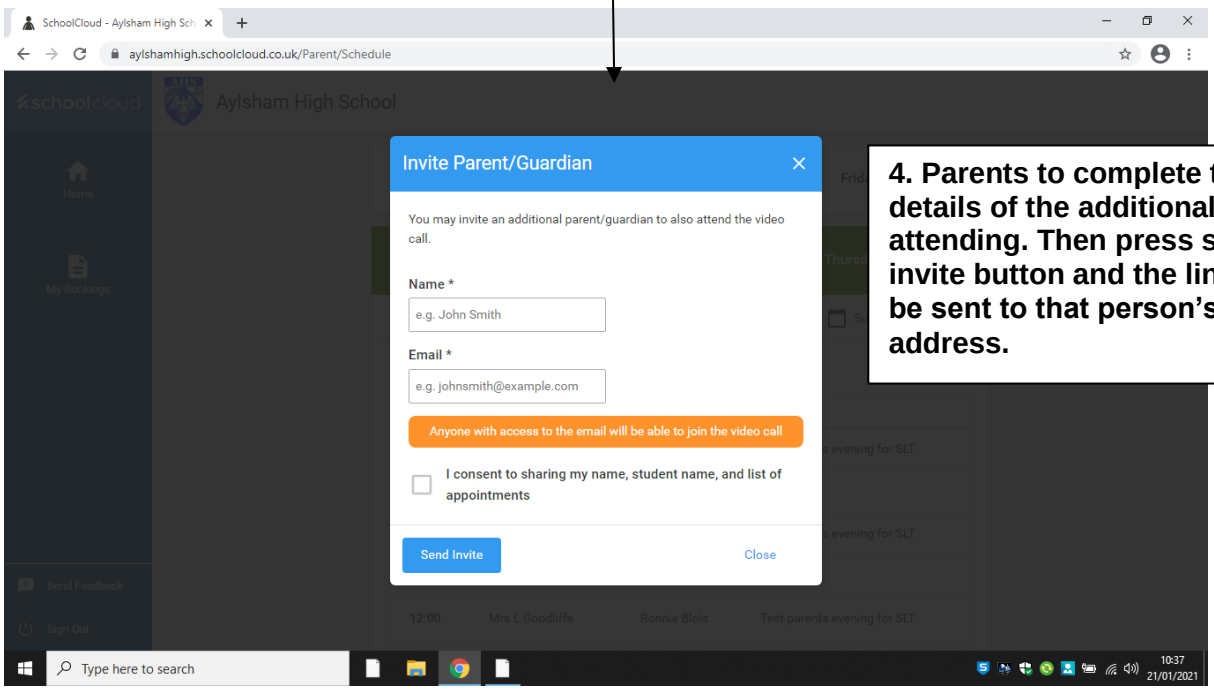


3. Parent to select this option to invite Parent/Guardian

It will then take you to this page



4. Parents to complete the details of the additional parent attending. Then press send invite button and the links will be sent to that person's email address.