



Aylsham High School

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

November 2025

Dear Parent/Carer

Year 7 Settling In Parents' Evening – Virtual Event – Week commencing 1 December 2025

We hope that your child has settled in and has enjoyed their first term at Aylsham High School. We also hope that you are finding out more about the school through our website and talking to your child about their school day. As a result of feedback from parents, who said it would be really helpful to know how their child has settled into their new school in the first term, we offer parents the opportunity to meet their child's form tutor. This event is going to take place during week commencing Monday 1 December remotely using SchoolCloud, which is the same online system we have used for the options evening and for parents' evenings for other year groups. This system is being used by many schools nationally and has received excellent feedback.

Parents' 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.

If your child is in the Eagles' nurture provision, you are also invited to make an appointment with Mr Kibbey between 4.15pm and 6.15pm on Monday 1 December. Please also remember to make an appointment with your child's tutor too.

As we are using SchoolCloud to host this event, please be aware of the following to help you get the most out of the settling in parents' evening:

1. Using SchoolCloud to book appointments

Please visit <https://aylshamhigh.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included at the end of this letter. You can log into the system to arrange your appointments from 4pm on Monday 24 November until midday on Monday 1 December. Times and dates of settling in evening appointments will vary between tutors. When you log into SchoolCloud, the appointment system will clearly show the availability of your child's tutor. If your child has two tutors, you will only need to make an appointment with one of their tutors. Should you wish to make any changes after this date please contact the school office via email office@aylshamhigh.norfolk.sch.uk.

2. Appointment times

Each appointment time is 8 minutes. 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 long of the meeting is left. 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 tutor. Therefore, it will be important to keep an eye on the

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



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The Cambridge Network

clock and to ensure that conversations focus on the points that need to be covered in the time allowed.

3. Cancellations

If, for whatever reason, you and your child are unable to attend the settling in parents' evening, we would be very grateful if you would log into the SchoolCloud system to cancel your appointment.

Guidance on how to cancel or amend appointments can be found on our website:

<https://www.aylshamhigh.com/ahsinstructionsforschoolcloud>.

4. 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 Emmalene Chisholm or Sarah Knights echisholm@aylshamhigh.norfolk.sch.uk or sknights@aylshamhigh.norfolk.sch.uk

If you are unable to attend the SchoolCloud sessions please be aware that there will be a full report and year 7 parents' evening in the spring term. In addition to this, we are always happy to listen to any questions, concerns or ideas that you may have, big or small, and encourage you to contact your child's form tutor in the first instance. We have centralised the email address for communication with form tutors and heads of house regarding pastoral concerns. We therefore ask that you 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, either head of house or form tutor. Please state clearly your child's name, year and tutor group in your email.

We very much look forward to meeting you.

Yours sincerely



Kathryn Garnham
Deputy Headteacher

Parents' Guide for Booking Appointments

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

IMPORTANT: For the fastest parent's evening booking system, appointments can be amended via the link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email

rabbot4@gmail.com	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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.

September Parents Evening

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

Click a date to continue

Monday, 13th September In-person & video call Open for bookings	>
Tuesday, 14th September In-person Open for bookings	>

[I'm unable to attend](#)

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*.

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 *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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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

Choose Teachers

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

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

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.

01:20 Please confirm your appointments within 5 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 Monama	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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.

	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 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.

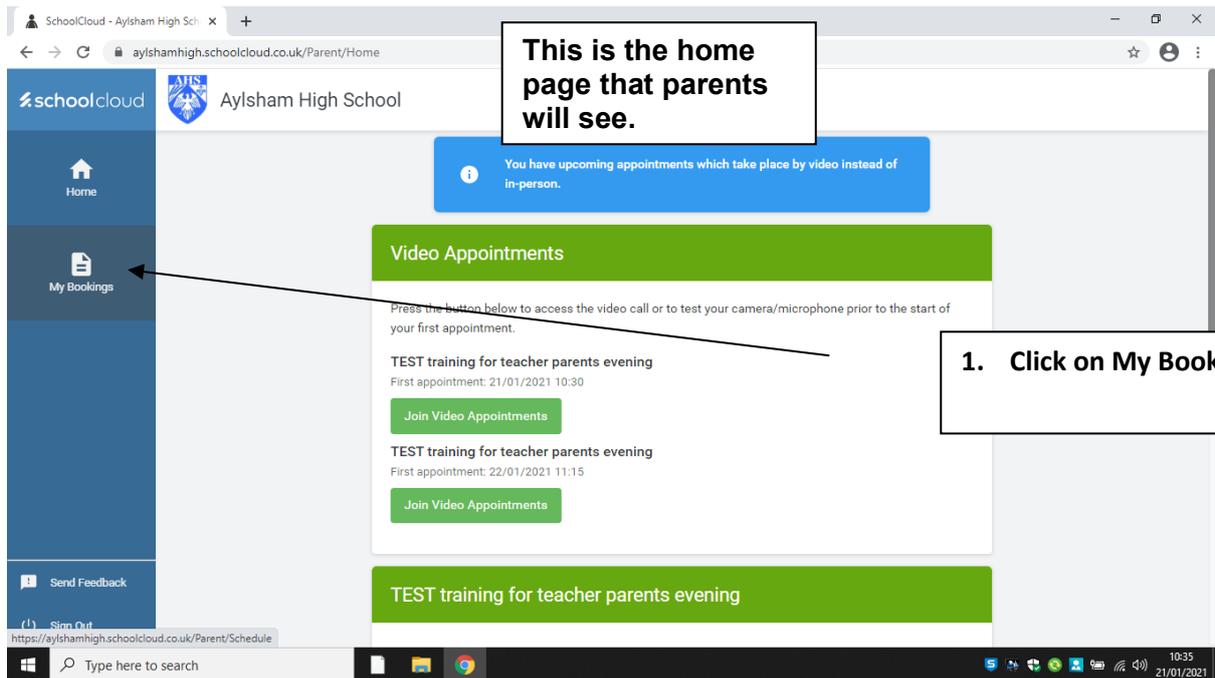
September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			In-person
Print	Amend Bookings	Subscribe to Calendar	
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available 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	Monday, 13th September		Video call
2 appointments from 16:00 to 16:45			
September Parents Evening	Monday, 13th September		In-person
2 appointments from 15:00 to 15:45			

Step 8: Finished

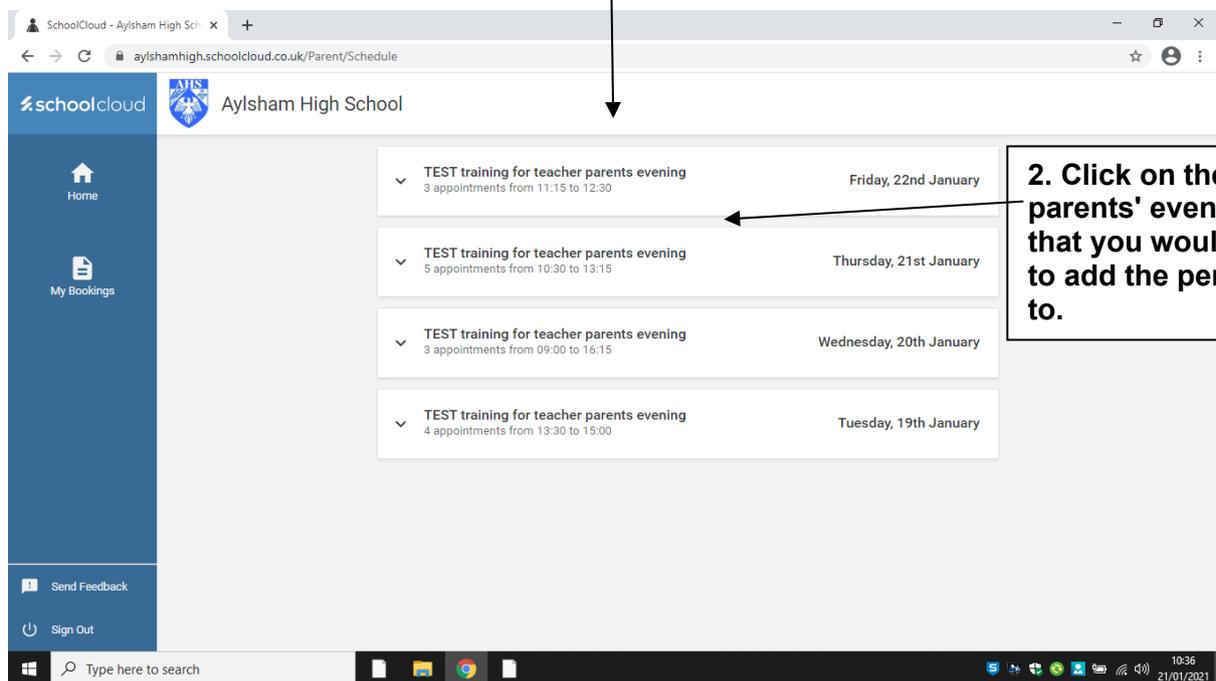
All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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



It will then take you to this page



SchoolCloud - Aylsham High School

aylshamhigh.schoolcloud.co.uk/Parent/Schedule

TEST training for teacher parents evening
3 appointments from 11:15 to 12:30
Friday, 22nd January

Print Amend Bookings **Invite Parent/Guardian** Subscribe to Calendar

This is a test options/parents evening run through for staff

	Teacher	Student	Subject
11:15	Mrs S Spalding	Ronnie Blois	Y8 Food and Nutrition
30 minute gap			
12:00	Mrs C Townsend	Ronnie Blois	Test parents evening for SLT
12:15	Miss H Jacquet	Ronnie Blois	Test parents evening for SLT

TEST training for teacher parents evening
5 appointments from 10:30 to 13:15
Thursday, 21st January

Send Feedback Sign Out

Type here to search

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

It will then take you to this page

SchoolCloud - Aylsham High School

aylshamhigh.schoolcloud.co.uk/Parent/Schedule

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *
e.g. John Smith

Email *
e.g. johnsmith@example.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Send Invite Close

12:00 Mrs L Goodliffe Ronnie Blois Test parents evening for SLT

Type here to search

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.