Aylsham High School

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

November 2026

Dear Parent/Carer

Year 7 Settling In Parents' Evening – Virtual Event – Week commencing 30th November 2026

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 30 November 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 Mrs Gray between 4.15pm and 6.15pm on Monday 30 November. 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 on Monday 23 November until midday on Monday 30 November. 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

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

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.

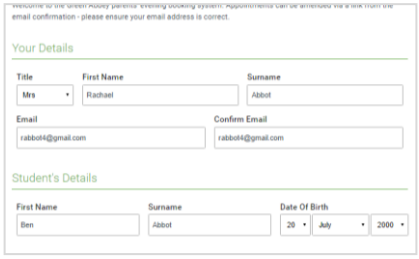
Yours sincerely

K. Garnham

Kathryn Garnham
Deputy Headteacher

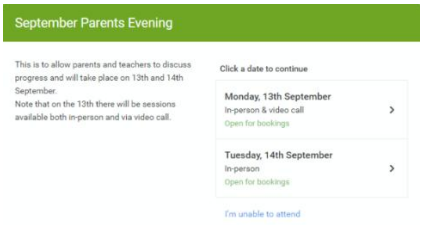
Parents' Guide for Booking Appointments

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



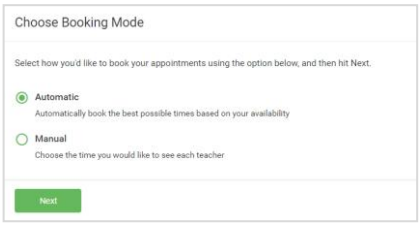
Step 1: Login

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.



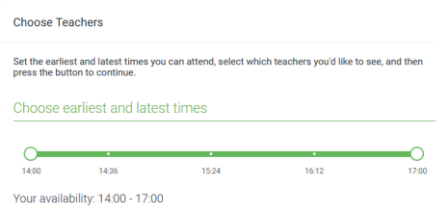
Step 2: Select Parents' Evening

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



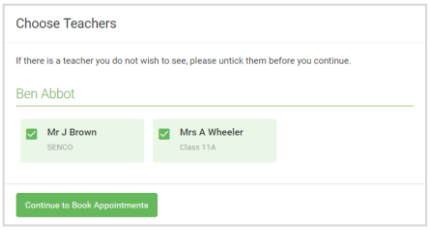
Step 3: Select Booking Mode

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.



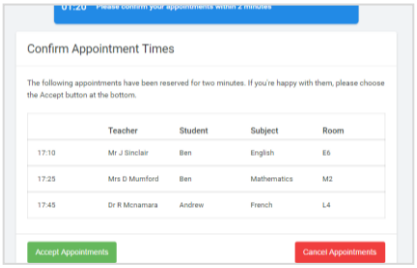
Step 4: Select Availability

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



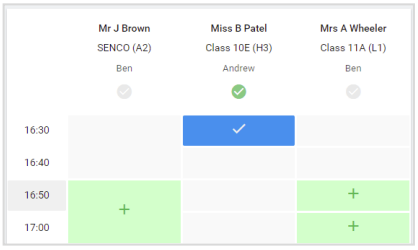
Step 5: Choose Teachers

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



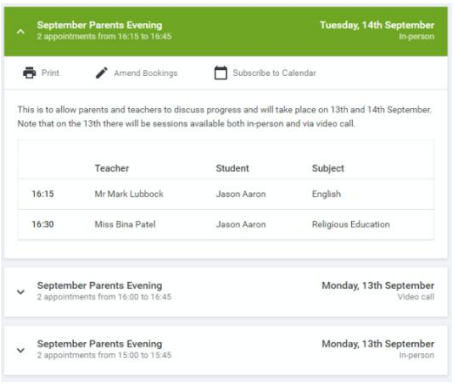
Step 6: Book Appointments (Automatic)

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

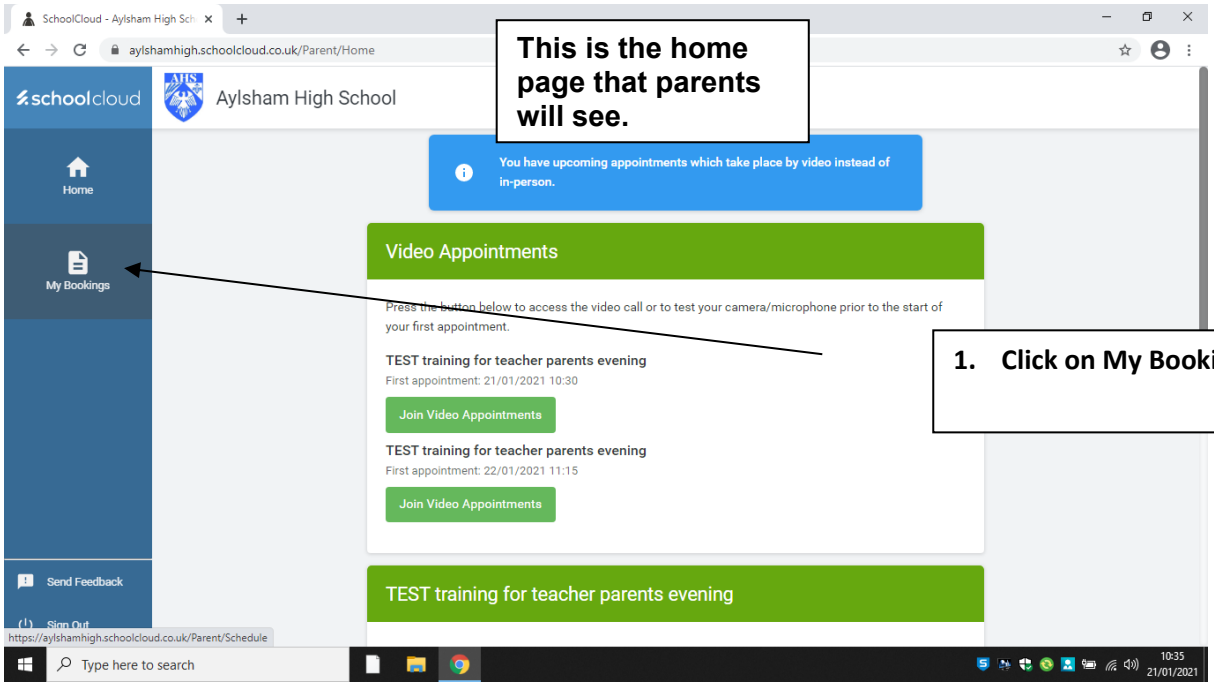
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.
Once you're finished booking all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



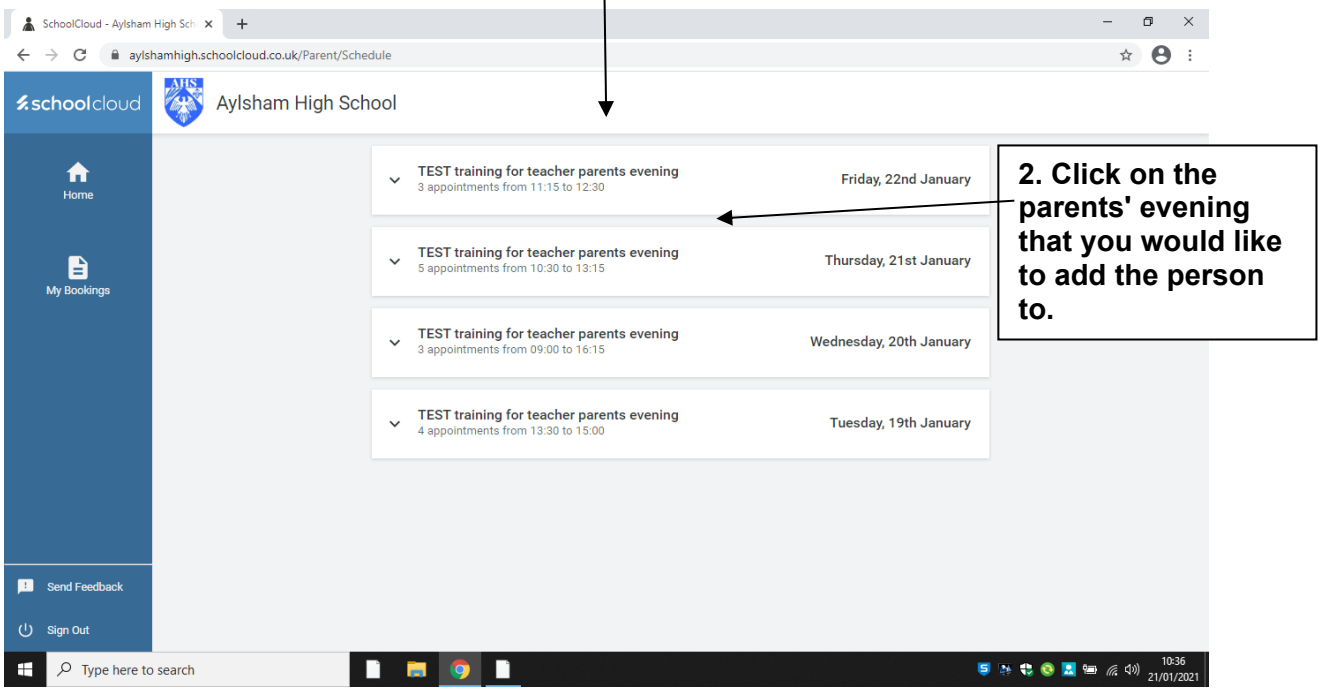
Step 8: Finished

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*.

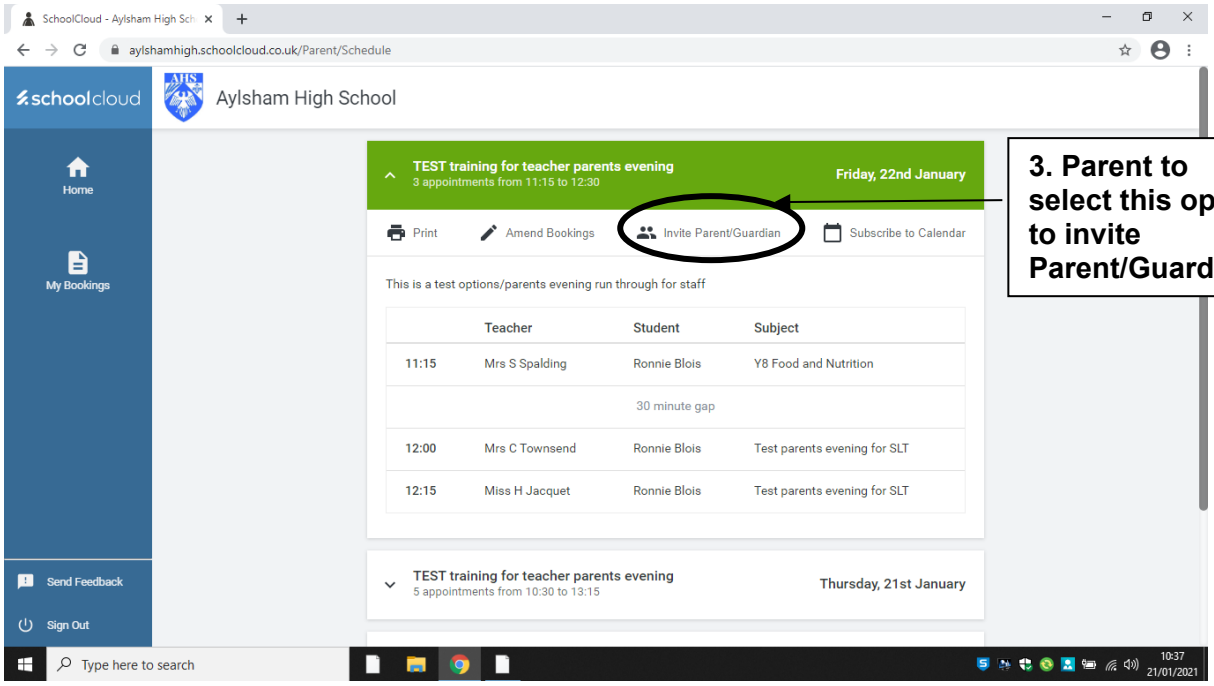
Parents' Guide to Adding Another Parent to the Scheduled Appointments



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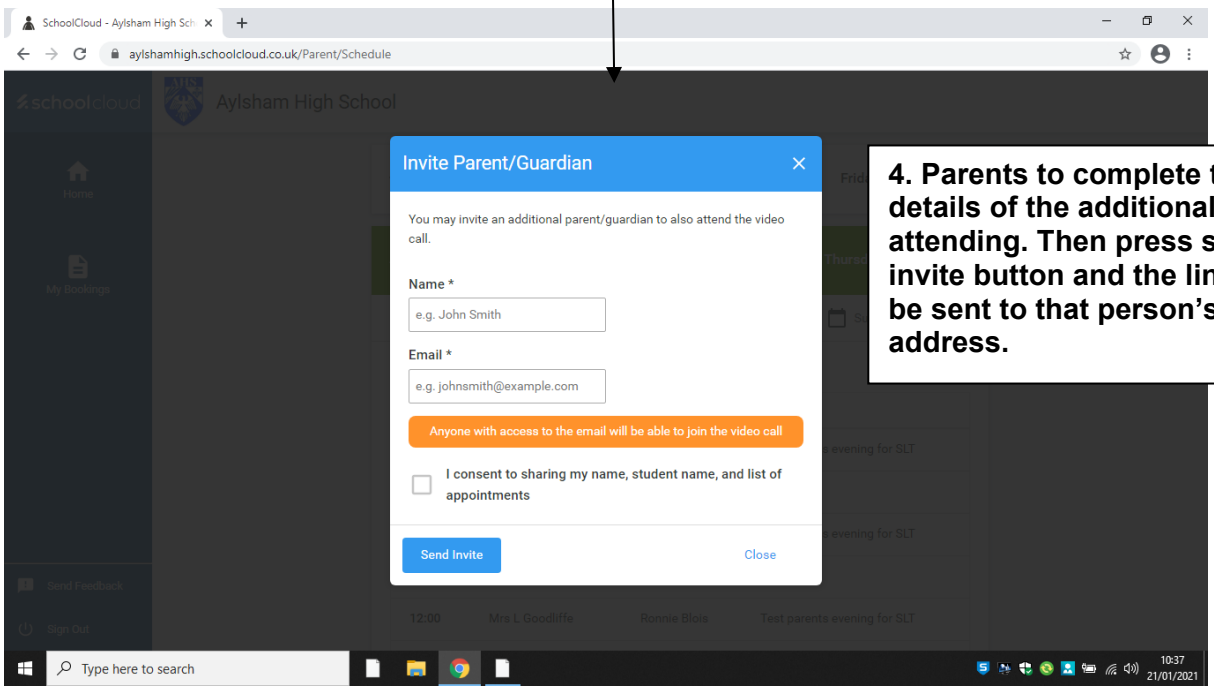


It will then take you to this page



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.