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Kevlin Road,  
Omagh,  
Co Tyrone  
BT78 1LG

26 January 2023

Dear Parent/Guardian,

## **Year 8 Parent Teachers Meeting Friday 10<sup>th</sup> February 9.00-3.25pm Online Appointment Booking**

I would like to invite you to attend our Parents Meeting on **Friday 10<sup>th</sup> February 2023**. This is an important day and provides you with an opportunity to discuss your child's progress with their form teacher.

The meeting will be conducted online using SchoolCloud, with an easy-to-use appointment booking system. This allows you to choose your own appointment time with your child's form teacher and you will receive an email confirming your appointment.

Please visit [sacredheartcollege.schoolcloud.co.uk](http://sacredheartcollege.schoolcloud.co.uk) to register and create an account. (A short guide on how to add appointments is included with this letter) Parents should login using the following information:

Parent First Name:  
Parent Surname:  
Student Name:  
Student Date of Birth:

Appointments can be made from Monday 6<sup>th</sup> February 2023 at 4pm and will close on Thursday 9<sup>th</sup> February 2023 at 4pm. Should you wish to make any changes after this date please contact the school office.

Parents will be allocated 9 minutes per appointment with the system ending each session when completed. The time allocation is necessary to facilitate all pupils throughout the event with form teachers focusing on key information that they wish to share with you. Parents must sign in punctually before each appointment.

Please contact the school office if you experience any difficulty with the login in and appointment booking process.

Yours sincerely,

Mrs K O'Doherty  
Head of Key Stage 3



~ Where Every Child Matters ~



Principal: Mr Michael Gormley

# Parents' Guide for Booking Appointments

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

Welcome to the 'Sacred Heart College' online booking system. Appointments can be administered via a tablet or via email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	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

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

[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 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	E5
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	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 2 appointments from 16:00 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September In-person

## Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation will be sent if you have registered your email with school. You can also print appointments by pressing *Print*.

To change your appointments, click on *Amend Bookings*.