



July 2022

Dear Parent/Guardian

PARENT TUTOR MEETINGS YEAR 7
Monday 5 September 2022 - 8:30am to 3:10pm

A Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment and high standards of work and behaviour. It is also to be the first contact for parents, knowing the students' wider commitments and interests. In order to facilitate this, we would like to invite you to attend an appointment with the tutor to discuss your child and also how we can work together and communicate in the year ahead. **It is essential for your child to attend this meeting with you.**

For new Year 7 parents, these meetings will be held on site. It is also an opportunity to collect your child's Chromebook and register to have your child's fingerprint recognition obtained for our cashless canteen. **Please allow approximately 1 hour for these to take place when you book your appointment.**

Appointments should be made using our online booking system. Please refer to the parents' guide for booking appointments (on page 2). However, all instructions and information relating to this can be found on our website at www.westfieldacademy.co.uk please follow the link in the orange 'Announcements' box.

Appointment slots will open on Monday 11th July.

Please do not book back to back appointments if you have more than one child at the school, due to the time taken to travel around the site to the next tutor base.

If you experience any difficulties accessing our online booking system, please email office@westfieldacademy.co.uk, please include your preferred appointment time.

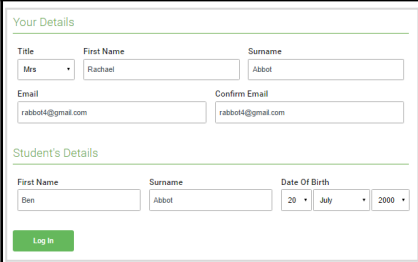
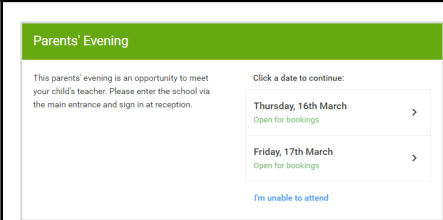
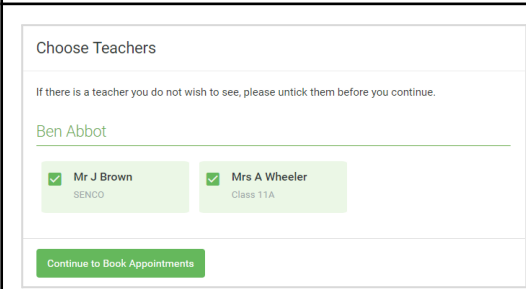
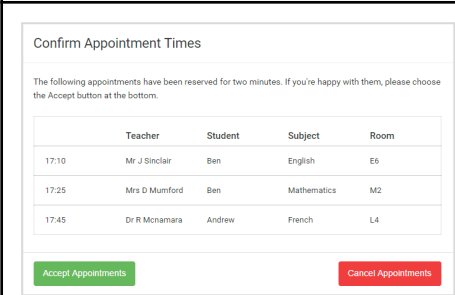
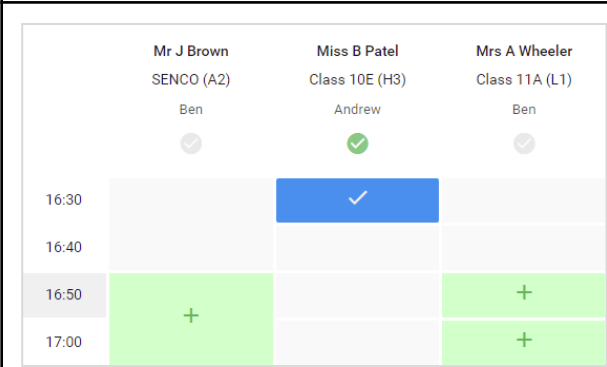
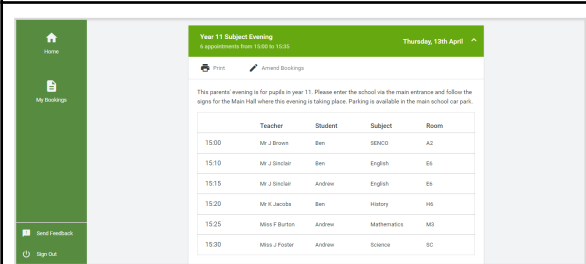
When you arrive on the day (new Year 7 only) please ensure you sign in with members of staff in the reception foyer. **Please note, all appointments will be in your child's usual tutor base.** We look forward to seeing you on Monday 5 September 2022.

Yours faithfully

Mr S Roney
Head of Year 7

Parents' Guide for Booking Appointments

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

	<h3>Step 1: Login</h3> <p>Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.</p> <p>Please use your child's "preferred" forename that matches our records (no abbreviations).</p> <p>Date of birth – eg: 26/11/2005</p>
	<h3>Step 2: Select Parents' Evening</h3> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
	<h3>Step 3: Choose Teachers</h3> <p>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.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p> <p>Click Continue to book appointments</p>
	<h3>Step 4 (Automatic): Book Appointments</h3> <p>If you choose the automatic booking mode (recommended on mobile devices), you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.</p> <p>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 5).</p>
	<h3>Step 5 (Manual): Book Appointments</h3> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>
	<h3>Step 6: Finished</h3> <p>All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing <i>Print</i>. Click <i>Subscribe to Calendar</i> to add these and any future bookings to your calendar.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>