



July 2023

Dear Parent/Guardian

PARENT TUTOR MEETINGS YEAR 7
Tuesday 5 September 2023 - 8:30am to 4.00pm

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). All instructions and information relating to this can also be found on our website at www.westfieldacademy.co.uk please follow the link in the orange 'Announcements' box.

Appointment slots are now open for you to book.

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.

Please note that the school office is closed over the summer holidays. If you experience any difficulties accessing our online booking system, please email office@westfieldacademy.co.uk **before the end of term**, including 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 Tuesday 5 September 2023.

Yours faithfully

Mrs Ryan
Head of Year 7

Parents' Guide for Booking Appointments

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

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

Log In

Step 1: Login

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.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
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 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 3: Choose Teachers

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.

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

Click Continue to book appointments

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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 McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 4 (Automatic): Book Appointments

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.

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).

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 5 (Manual): 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.



Home



My Bookings



Send Feedback



Sign Out

Year 11 Subject Evening

6 appointments from 15:00 to 15:35

Thursday, 13th April



Print



Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

Step 6: 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*.