

December 2024

Dear Parent / Carer,

**Staff Consultation Event – Thursday 9 January 2025 or Wednesday 15 January 2025 - Online
Appointment Booking**

I would like to invite you to our Virtual Staff Consultation Event which will be held on the two dates above from 1.30pm to 7.30pm. You can book appointments across the two evenings but you can only make one appointment with each staff member; please note that some part-time members of staff may only be working one of the events.

The event offers a great opportunity to discuss each student's progress and learning with teachers and, if required, Progress Tutor. Students are encouraged to attend online with you and we very much hope you will be able to join us.

In response to positive feedback, we are continuing virtual appointments. This allows you to join each appointment from the comfort of your home, on a laptop, tablet or smartphone, and with all appointments running to time.

The college uses an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. If you are trying to make an appointment with a teacher and their schedule is full, please check their availability on the second of the two possible dates. You will be given the opportunity to place your name on a waiting list if you are not able to find a suitable time on either date; the teacher will then arrange to contact you at a later date.

Appointments can be made on receipt of this letter and they will close on Thursday 9 January 2025 at 12pm. Should you wish to make any changes after this date and time please contact Student Services on 01977 702139, 01977 802802 option 2 or email ncp-studentservices@nclt.ac.uk. If you require an appointment with the SENDCo please contact Sarah O'Neill at Sarah.ONeill@nclt.ac.uk.

Please visit <https://newcollege.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is enclosed with this letter. **SchoolCloud** will also email you with a link to use on the day of the event.

Login with the following information: (Ensure you include middle names)

Student's Forenames: (as shown in bold)	Joseph James
Student's Surname:	Bloggs
Student ID Number:	L0012345 (This should be a capital L followed by a 7 digit number starting 00)

If you have any issues with making appointments or changing appointments, please contact Student Services on or after 6 January 2025.

On the day of the event.

To attend your appointments on the evening please click the link on the email you receive from **SchoolCloud** with your confirmed appointments and you will be connected to the teacher by a video call. You do not need to install any software in advance and the system will work through a standard web browser. Appointments are 5 minutes long and a visual clock will indicate how much time remains before the system ends your appointment. Please note the link will be in an email from **SchoolCloud** and not New College.

You can continue to track student attendance, assessment grades and staff comments by logging into Cedar at any time - <https://ncpontefract.ac.uk/cedar/>.

Yours sincerely



Vicky Marks
Principal

Parents' Guide for Booking Appointments



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

Welcome to the parent/teacher booking system.
 Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs, First Name: Rachel, Surname: Abbot
 Email: rachel4@gmail.com, Confirm Email: rachel4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Registration Class: 11A

Step 1: Login

Fill out the details on the page then click the *Log In* button. **Please ensure you type the name as shown on the letter in bold.**

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 (ENCO) 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.

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 Marford	Ben	Mathematics	M2
17:45 Mr R Moorhouse	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.