

**Year 13 Sixth Form Virtual Parents Evening**  
**Thursday 3rd December 2020**  
**4.30pm – 7.30pm**

Dear Parent/Carer

I am writing to inform you of the Sixth Form Parents Evening which will take place on **Thursday 3rd December 2020 between 4.30pm and 7.30pm.**

All Sixth Form students have made a very positive start to the year and we know that with your ongoing support, we will be able to ensure your child continues to make progress and achieves their aspirations.

During the meeting you will receive your child's Academic Tracker to discuss your son/daughters progress with his/her subject teachers and set clear targets for the next academic term.

We are really excited to announce that this term parents' evening will take place **virtually** using our new online system, **School Cloud**; an online portal for Video appointments. Full instructions on how to register are included as an attachment to this letter [Page 2] and can also be viewed via video through the following link: <https://vimeo.com/473882995>

Please **book your appointment by 27th November 2020** using this link: <https://alperton.schoolcloud.co.uk/>  
Prior to doing this please check your **email** for the personalised details you must include on this login page to create your account.

If you have more than one child in the sixth form, you only need to login with one child and you will be able to book and join the meetings for all your children.

1. Once you have booked the appointment, you will get a confirmation email.
2. You need to be logged on to the portal **5 minutes before** your meeting time.
3. The appointments are scheduled for 10 minutes and the meeting will conclude as soon as the 10 minutes have elapsed.

We very much look forward to seeing you.



Ms S. Zarat  
Head of Sixth Form

**Alperton Community School**

**SchoolCloud**

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

**Your Details**

Title: Miss  
First Name: Parent First Name  
Surname: Parent Surname  
Email: Email Here  
Confirm Email: Email Here

**Student's Details**

First Name: Student First Name  
Surname: Student Surname  
Date of Birth: 1 January 1995

## Step 1: Enter Your Details

You have been sent an email with the personalised information you need to include on this page.

**Y13 Sixth Form Parents Evening**

Test Parents Meeting

Click a date to continue

Thursday, 3rd December  
Open for bookings

I'm unable to attend

## Step 2: Selecting the date

The Sixth Form Parents Evening takes place on **3rd December 2020** only.

**Choose Booking Method**

Select how you'd like to book your appointments, then click 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: Selecting Appointments

- **Select Automatic** for the system to automatically create appointments for you
- **Select Manual** if you would like to select from teacher availability

	Mr M Ibrahim Biology Bilal Swaleh	Mr E Kaahwa Economics Bilal Swaleh	Ms S King Study Supp Bilal Swaleh	Mr E Madarbox Registratr Bilal Swaleh
16:30	Book	+	+	+
16:35	+	+	+	+
16:40	+	+	+	+
16:45	+	+	+	+

Image of the manual booking screen

**Choose earliest and latest times**

16:30 17:15 18:00 18:45 19:30

Your availability: 16:30 - 19:30

☒ Mr M Ibrahim  
Biology

☒ Mr E Kaahwa  
Economics

☐ Ms S King  
Study Supp

☐ Mr E Madarbox  
Registratr

☒ Ms S Saini  
Chemistry

☐ Mr N Steenson  
House Adviser

☐ Miss S Zarsat  
Year 13

☐ Mr E Madarbox &  
Ms E Hayden  
Class 100

**Generate Appointments**

## Step 4: Select the Teachers you will be meeting

- Select the teachers that teach your son/daughter
- Click generate appointments

**Confirm Appointment Times**

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

Teacher	Student	Subject	Room
16:30 Mr Ibrahim		Biology	
16:40 Mr Kaahwa		Economics	
16:50 Mr Madarbox		Registratr	
17:00 Ms Saini		Chemistry	

**Accept Appointments** **Reject Appointments**

## Final Step: Confirm appointments

You will be sent an email with a link to your appointments.  
On the 3rd December click on this one link to access all your appointments.

**Y13 Sixth Form Parents Evening**

Thursday, 3rd December

1 appointment from 16:30 to 16:55

Print Amend Bookings Subscribe to Calendar

Test Parents Meeting

Teacher	Student	Subject
16:30 Miss S Zarsat		Year 13

You can print your appointment or add them to your calendar by clicking the options on this page.