

Ballakermeen High School



Chair of Governors: Mr Alex F Downie OBE
Head Teacher: Mr. Graeme Corrin BA (Hons) NPQH

St. Catherine's Drive
Douglas
Isle of Man
IM1 4BE
Telephone: 01624 648700
Email: bhsenquiries@sch.im
Website: www.bhs.sch.im

22nd January 2024

Dear Parent or Carer

Year 9 Academic Review Day – Thursday 8th February 2024

We would like to invite you to our Year 9 Academic Review Day on Thursday 8th February. The event will be held in the school's Sixth Form Centre between the hours of 8am and 7pm.

The day will provide you with the opportunity to meet with your child's Form Tutor to discuss their academic progress.

This year, appointments will be made via an online booking system. Full details of how to log in and make a booking are outlined below. Tutors will publish their hours of availability (i.e. 8am-3.30pm) and appointments are to be made during this window. Tutors will ensure they allocate enough slots to enable each of their tutees to receive an appointment. These will be allocated on a first come, first served basis. In the instance that you log in to the Parents Meetings platform to find no appointments slots remaining, please contact the school using bhsenquiries@sch.im.

We recommend that you log into the system **before Friday 26th January 2024** to ensure you can gain access to the platform. You will not, however, be able to make an appointment until bookings open. If you are experiencing any difficulties, please contact the school using bhsenquiries@sch.im.

Online booking will be open from:

- 8am on Monday 29th January 2024 until midday on Tuesday 6th February 2024.

Please ensure you log in as soon as possible to ensure that you secure your preferred appointment time.

When you make your appointment, you will have the option to enter any queries relating to your child's progress that you wish to discuss during the 15 minute meeting. Your child's tutor will then endeavour to gather the relevant information from the appropriate subject staff in advance of Academic Review Day. **Please note, questions can't be entered or edited once the booking has been made.**

Year 9 student's will only attend school with their parent(s)/carer(s) during their appointment, while wearing full school uniform. The rest of the day will be home study leave as tutors will be managing their meetings all day.

Following the conversation with your child's tutor, there will be an opportunity to meet with a member of teaching staff to discuss your child's option choices, should you wish to do so. These appointments do not need to be scheduled. Representatives from the Careers Service and University College Isle of Man will also be available at various times throughout the day.

If you have any questions about the above event or anything related to your child's option choices, please do not hesitate to contact Miss Thompson or myself.

Yours sincerely

Miss J. Hicks
Key Stage 3 & 4 Leader

Miss C. Thompson
Head of Year

OUR VALUES:
NYN GURMYN

Kindness
Kenjallys

Honesty
Ynricks

Respect
Arrym

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rahbar), Surname (Abbot), Email (rab04@gmail.com), and a Confirm Email field. The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (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.

Please note that the two email addresses must match – this is case sensitive!

Your first and last name and your child's date of birth, must match our records.

The screenshot shows the 'September Parents Evening' booking page. It includes a green header, a description of the event, and a section titled 'Click a date to continue'. Two dates are listed: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). There is a link for 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click I'm 'unable to attend'.

The screenshot shows the 'Choose Teachers' selection page. It lists three teachers: Mr J Brown (SENCO), Mrs A Wheeler (Class 11A), and Ben Abbot. Mr J Brown and Mrs A Wheeler are selected, indicated by green checkmarks. A 'Continue to Book Appointments' button is at the bottom.

Step 3: Choose Teacher

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

The only option should be your child's tutor(s).

The screenshot shows a grid for booking appointments. The columns represent teachers: Mr J Brown (SENCO (A2) Ben), Miss B Patel (Class 10E (H3) Andrew), and Mrs A Wheeler (Class 11A (L1) Ben). The rows represent times: 16:30, 16:40, 16:50, and 17:00. A blue checkmark is in the cell for Miss B Patel at 16:30. Green plus signs are in the cells for Mr J Brown and Mrs A Wheeler at 16:50 and 17:00.

Step 4: 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.

After reading your child's report, if you have any queries about a particular subject, you should add a message at the time of booking.

Please note, you are unable to add a query that you may need to discuss after the booking has been made.

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.

The screenshot shows the 'September Parents Evening' booking summary page. It includes a green header, a description of the event, and a table of bookings. The table has columns for Teacher, Student, and Subject. Two bookings are listed: one at 16:15 with Mr Mark Lubbock (English) and one at 16:30 with Miss Bina Patel (Religious Education). Below the table, there are two expandable sections for 'September Parents Evening' on Monday, 13th September, one for video call and one for in-person.

Step 5: 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*.

You can amend your booking any time before bookings close.