

Dear Parent or Carer

Year 10 Academic Review Day – Wednesday 24th April 2024

We would like to invite you to our Year 10 Academic Review Day on Wednesday 24th April. 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 Thursday 18th April 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 Friday 19th April 2024 until midday on Monday 22nd April 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.**

On the day itself students will be on study leave for the day, with the exception of UCM students who should attend their course as normal on Wednesday morning. UCM students are asked to make their own way home afterwards as no transport will be available. Students are expected to attend the review meeting with you, dressed in full school uniform, however we understand this may not be possible for those appointments taking place on the Wednesday morning for UCM students. On arrival at the school for your appointment please can we ask you to enter the school via the 6th form entrance which is located directly opposite the Dome.

If you have any questions about the above event please do not hesitate to contact Mrs Babb or myself.

Yours sincerely,

Miss J. Hicks
Key Stage 3 & 4 Leader

Mrs L. Babb
Head of Year 10

Parents' Guide for Booking Appointments

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

Welcome to the 'Green' easy parent evening booking system. Appointment can be amended via the 'My Bookings' page. Email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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.

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 the date 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

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
---	--

[Continue to Book Appointments](#)

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).

	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 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.

September Parents Evening Tuesday, 14th September
2 appointments from 16:15 to 16:45

Print Amend Bookings Subscribe to Calendar

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.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September
2 appointments from 16:00 to 16:45 Video call

September Parents Evening Monday, 13th September
2 appointments from 15:00 to 15:45 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.