Ballakenmeen High School



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

St. Catherine's Drive
Douglas
Isle of Man
IM1 4BE

Telephone: 01624 648700 Email: bhsenquiries@sch.im Website: www.bhs.sch.im

20th January 2025

Dear Parent or Carer

Year 9 Academic Review Day - Thursday 6th February 2025

We would like to invite you to our Year 9 Academic Review Day on Thursday 6th February 2025. 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.

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 appointment slots remaining, please contact the school using bhsenquiries@sch.im.

We recommend that you log into the system **before Thursday 23rd January 2025** 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 <u>bhsenquiries@sch.im</u>.

Online booking will be open from:

• 8am on Monday 27th January 2025 until midday on Monday 3rd February 2025.

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; this enables us to staff the meetings throughout the working day, as well as before and after normal school hours. Students are expected to attend the review meeting with you, dressed in full school uniform.

If you have any questions about the above event please do not hesitate to contact your child's tutor.

Yours sincerely

Mr M. Stokoe Head of Year 9 Miss J. Hicks

Key Stage 3 & 4 Leader

Parents' Guide for Booking Appointments

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



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.



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'.



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).



Step 4: Book Appointments

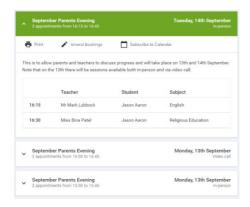
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

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.



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.