



QUEEN'S PARK HIGH SCHOOL

16th April 2024

Dear Parent/Carer,

Re: Year 10 Parents' Evening – Wednesday 1st May 2024

Our face-to-face Year 10 parents' evening will be held in the school hall from **4pm-7pm on Wednesday 1st May 2024.**

This is an important opportunity for you to discuss your child's progress with their subject teachers and consider the steps to success for their first set of mock exams in June.

Your support and encouragement are crucial during this pivotal time in your child's academic career, especially as they navigate the challenges of their first set of formal assessments at high school. Research consistently shows that parental engagement positively impacts a student's outcomes, leading to higher achievement levels and increased motivation.

Appointments can be made through the School Cloud platform. Bookings can be made at <https://queensparkhighschool.schoolcloud.co.uk/>. A guide on how to book appointments is attached; no login details are required. Please be aware that details entered for your child's first name and surname must match with the preferred name given. If you are having issues with booking appointments on School Cloud, please contact the school via Synergy. For subjects in which students are taught by more than one teacher, you will be able to make an appointment with one of their teachers who will feedback on your child's progress across the whole course.

Year 10 Work Experience Support

As you are aware, Year 10 are due to go out on Work Experience the week commencing 8th July. Mrs Watts will be available throughout the Year 10 Parents' Evening to provide support for parents and students regarding using the Unifrog platform and to answer questions related to work experience. We would like to take the opportunity to remind you that the deadline for students to add self-placement information to the Unifrog platform is 29th April therefore this support opportunity is to assist those students and their parents who may need additional guidance or who have not been able to meet the initial deadline.

If, for any reason, you are unable to attend the event, please get in touch via Synergy and we can arrange an alternative way to discuss your child's progress after their mock exams and next steps for revision. Your engagement and partnership with us are essential in ensuring success for your child and our shared commitment to their education.

Yours sincerely,

Mr A Jones
Assistant Headteacher

Inspiring Individuals • Empowering Minds • Defining Futures

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Headteacher: Mr Tom Kearns



Parents' Guide for Booking Appointments

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

email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbit4@gmail.com Confirm Email: rabbit4@gmail.com

Student's Details

First Name: Ben Surname: Abbot 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.

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**
SENCO

☒ **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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Moramara	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.

	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 7: 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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 2 appointments from 16:15 to 16:45			Tuesday, 14th September In-person
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 2 appointments from 16:00 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September In-person

Step 8: 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*.