

September 2024

Dear Parents/Carers

**Years 7-13 Tutor Evening**  
**Thursday 17 October, 4.15pm-6.45pm**

We were delighted to welcome all of our students back to school in September and are looking forward to talking to you at our annual Tutor Evening. This is a valuable part of our school calendar, where we can discuss how well students have started the year and how we can support them to achieve their best throughout the year.

At Caldew, our tutors play an important role in the academic mentoring of all students so the Tutor Evening is an opportunity to discuss their progress. It will also be an opportunity to discuss how settled students are in school generally and any other areas that concern you. Tutors will also be interested to hear about anything at home which may affect their progress and to know about any activities which your child may be taking part in outside school which we should be celebrating here.

Our Tutor Evening will be held by **video** appointment using School Cloud. Please follow this link to book your appointments and then to join the video calls on the evening itself: <https://caldew.schoolcloud.co.uk/> Please test your device through the site before the event to ensure that you can join the video calls. We would encourage students to be on the video call with parents and carers to be involved in the discussion.

Appointments must be booked in advance in order to schedule the video calls. Bookings open at 9am on Thursday 10 October and close at 12pm on Thursday 17 October. A guide to the School Cloud booking and video call platform is enclosed.

If you do not have reliable access to a device for the evening, please contact us to borrow one or make alternative arrangements by emailing [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk).

If the Tutor Evening is disrupted by, for example, a problem with School Cloud or a power cut, we will contact parents and carers by text message as soon as we can.

Before the tutor evening, you will receive, through the SIMS Parent app, an early evaluation of your child's attitude to learning based on the first weeks of term.

If you would like to speak to your child's Head of Year or a member of the Senior Leadership Team, please contact [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk)/ 01228 710044 for this to be arranged.

The Tutor Evening is an opportunity for us to ensure that we work together so that every student achieves the success of which they are capable. It should help to give each student focus at the start of the year as well as ensuring they are aware of what they are working towards achieving over forthcoming months.

We look forward to working together to ensure your child's success at Caldew School.

Yours faithfully



Ms Vicki Jackson  
Headteacher

# Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## 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.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March (Open for bookings)
- Friday, 17th March (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**

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 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. 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 Mcnamara	Andrew	French L4

Accept Appointments | Cancel Appointments

## Step 5a (Automatic): Book Appointments

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 (Step 5b).

Mr J Brown (SENCO (A2) Ben), Miss B Patel (Class 10E (H3) Andrew), Mrs A Wheeler (Class 11A (L1) Ben)

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30	⊘	✓	⊘
16:40	⊘	⊘	⊘
16:50	+	⊘	+
17:00	⊘	⊘	+

## Step 5b (Manual): 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.

**My Bookings**

Teacher	Student	Subject	Room
16:30	Mr J Sinclair	Ben	English E6
17:15	Mrs D Mumford	Ben	Mathematics M2
17:30	Dr R Mcnamara	Andrew	French L4
17:45	Mr J Brown	Ben	SENCO
17:55	Mrs A Wheeler	Ben	Class 11A
18:30	Mrs A Wheeler	Ben	Class 11A

Print

## Step 6: 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*.