

23rd September 2021

**Parents and Carers
of Year 7 students**

Dear Parents/Carers

Year 7 – Meet the Tutor Evening

I would like to take this opportunity to invite you to meet your child's tutor on Wednesday 29th September 2021. The evening will run from 3:30pm to 6:30pm. This evening will be held in the **TQEA School Hall** and is an opportunity for you to find out how your child has settled into the academy since joining us in September.

Your child's tutor will be available for a 5 minute appointment. Appointment times are limited to 5 minutes to allow the tutor to meet with as many parents and carers as possible. If there is something that you need to discuss for longer, please make an appointment with the form tutor or myself at a different time.

Our academy uses an online appointment booking system. This allows you to choose your own appointment times with their tutor. You will then receive an email confirming your appointment. The appointment system operates on a first come basis, so it is important you log on as soon as you are able to in order to secure an appointment with your child's tutor.

Online appointments can be made from Friday 24th September at 9am and the system will close on Tuesday 28th September at 2:15pm. Should you wish to make any changes after this date please contact the school. Please only make one appointment with your child's Form Tutor.

Please visit <https://tgea.parentseveningsystem.co.uk> to book your appointment. (A short guide on how to add appointments is overleaf.) Login with the following information:

Your title, first name and surname

Students First Name

Students Surname

Student Date of Birth

If you do not have access to the internet or have any problems with the system please contact the school and we will be happy to add an appointment on your behalf.

Yours sincerely



Mr R Gill

Head of Year 7

The Queen Elizabeth Academy



**The Queen Elizabeth
Academy**

“We Can and We Will”

Parents' Guide for Booking Appointments

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

Welcome to the Schoolcloud Services. Viewing booking system. Appointment can be attended via a link from the email confirmation - please ensure your email address is correct.

Your Details

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

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	29 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 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 (A2)	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

Step 3: 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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.

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 Tuesday, 14th Sept
7 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 Sept. 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 Sept
2 appointments from 16:00 to 16:45

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

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*.