TRIITY CHURCH OF ENGLAND HIGH SCHOOL
"Faith in the City, Value in People, Excellence in Education"

Higher Cambridge Street, Manchester, M15 6HP
Tel: 0161 212 1900 Fax: 0161 227 9691
Email: office@trinityhigh.com Web: www.trinityhigh.com
HEAD: Julian R. Nicholls B.Sc., M.A.

Dear Parent/Carer,

On Wednesday 28th April our Year 7 Parent's Consultation will take place using a new format. Each of your child's teachers will contact you via telephone to discuss your child's progress and how we can work together in supporting your child's learning.

Please may I ask that you use the link below to book your telephone appointments with each teacher (the link will also be distributed via email and text). Appointments will be available between 4.00pm – 7.00pm and you will be able to begin booking appointments from Friday 26th March until 11.59pm on Monday 26th April. Support with using the booking system is included with this letter and can also be found on the school website in the COVID-19 section.

https://trinitycehs.schoolcloud.co.uk/

As with any new system we fully appreciate your support and flexibility. With approximately 2500 parent-teacher meetings taking place during the evening it is incredibly important that we keep to time. Teachers will be keeping all calls to 5 minutes and we appreciate your understanding here. Where possible if you wish your child to also be part of the telephone appointment please do so, although we appreciate this may not be possible in all circumstances.

To ensure that we have the most up to date contact details please email baxendale_a@trinityhigh.com if your contact details have recently changed including your telephone number and email address.

In order to support your discussions with your child's teachers, please find their Progress Week 5 levels on MyEd. The MyEd app is a useful way of school being able to communicate progress data and other information directly to our parents.

I hope you and your family are well.

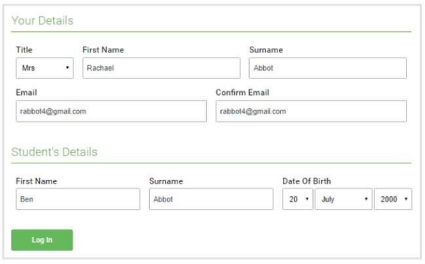
Kind Regards

ABaxendale.

Anna Baxendale
Assistant Head (KS3)

Parents' Guide for Booking Appointments

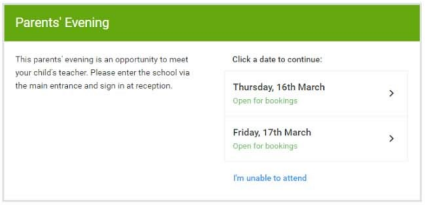
Browse to https://trinitycehs.schoolcloud.co.uk/



Step 1: Login

Fill out the details on the page then click the *Log In* button.

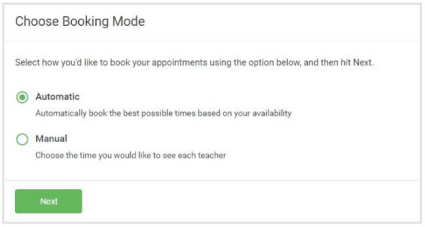
A confirmation of your appointments will be sent to the email address you provide.



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*.



Step 3: Select Booking Mode

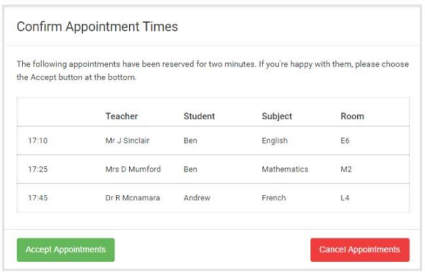
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

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.



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).

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.

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 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*.