



**George Eliot  
Academy**

Part of The Midland Academies Trust

Raveloe Drive  
Nuneaton  
CV11 4QP  
02476 744 000  
infoGEA@midlandat.co.uk  
www.georgeeliot.midlandat.co.uk  
**Principal: Homeira Zakary**

September 2022

Dear Parent/Carer of Year 7,

This September your child joined the George Eliot Academy to start their secondary education. To support you with this transition, we would like to invite you and your child into school on **September 29<sup>th</sup> 2022** for a face to face meeting. The evening will run from 4pm until 7pm and will take place in The Mill and your child's tutor room in Linford.

During the evening, you will get to meet your child's Form Tutor to discuss how well your child has settled into school. There will be someone available to help with the school's communication system WEDUC and how to support and monitor your child's progress and help with their homework. There will also be time for you to look at your child's exercise books. This is an informal evening and whilst it is face to face, we would ask that you book a ten minute tutor slot through our Parent Cloud portal: <https://georgeeliot.schoolcloud.co.uk/> There is a guide to booking appointments on SchoolCloud at the end of this letter.

Please park in the main school carpark, entrance is through Donnithorne Avenue and make your way to reception where you will be greeted.

We are looking forward to meeting you and your child.

Yours sincerely

Mrs D Stanton  
Vice Principal

Mr C Bonny-Meekings  
Assistant Principal



**Chief Executive Officer: Marion Plant OBE FCGI**

info@midlandat.co.uk  
www.midlandat.co.uk

## Parents' Guide for Booking Appointments

You will only see your child's tutor available to book an appointment.

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

The screenshot shows two sections of a form. The 'Your Details' section has fields for Title (a dropdown menu with 'Mr' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rachael@georgeiot.com'), and Confirm Email (text input with 'rachael@georgeiot.com'). The 'Student's Details' section has fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20', 'Ab', and '2000'). A green 'Log In' button is at the bottom.

### 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.

The screenshot shows a green header 'Parents' Evening'. Below it, text says '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.' To the right, under 'Click a date to continue:', there are two date options: 'Thursday, 14th March' and 'Friday, 17th March', each with 'Open for bookings' and a right arrow. At the bottom, there is a link '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*.

The screenshot shows a section titled 'Choose Booking Mode'. It says 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

### 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.

The screenshot shows a section titled 'Choose Teachers'. It says 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is displayed. There are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark in a box, indicating they are selected. A green 'Continue to Book Appointments' button is at the bottom.

### 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.

The screenshot shows a section titled 'Confirm Appointment Times'. It says 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this is a table with columns for Time, Teacher, Student, Subject, and Room. The table contains three rows of appointment data. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

### 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 (AZ) Ben	Miss B Patel Class 10E (HG) Andrew	Mrs A Wheeler Class 11A (L1) Ben
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.

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.

Time	Teacher	Student	Subject	Booked
16:30	Mr Brown	Ben	Maths	Booked
16:40	Mr Wheeler	Ben	English	Booked
16:50	Mr Wheeler	Andrew	History	Booked
16:55	Mr Wheeler	Ben	History	Booked
16:55	Miss Patel	Andrew	Mathematics	Booked
17:00	Mrs Patel	Ben	Science	Booked

### 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*.