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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 29th 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



Parents' Guide for Booking Appointments

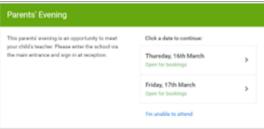
You will only see your child's tutor available to book an appointment.

Browse to https://georgeeliot.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*.

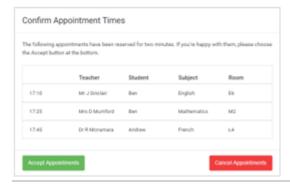
We recommend choosing the automatic booking mode when browsing on a mobile device.



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*.