



# Blue Coat Church of England Academy

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Principal: Mr D Smith

17<sup>th</sup> November 2020

Dear Parent/Carer,

## Sixth Form Virtual Parents' Evening Thursday 26th November 2020 - Online Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on Thursday 26th November 2020. This evening will give you the opportunity to speak to subject teachers via video call regarding your child's progress.

The school uses an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 4.00pm on Wednesday 18<sup>th</sup> November 2020 and will close on Thursday 26th November at 1.00pm. Should you wish to make any changes after this time please contact the school office or email us on [updatemydata@bluecoatacademy.org](mailto:updatemydata@bluecoatacademy.org).

Please visit <https://bluecoatcofeacademy.parentseveningsystem.co.uk/> to book your appointments.

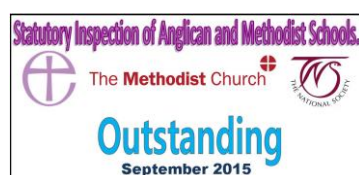
A short guide on how to add appointments is included with this letter and information on how to attend the video call appointments can be found via the following link:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

If you do not have access to the internet, please contact the school office to inform us of this in order for us to make alternative arrangements for a phone call if possible.

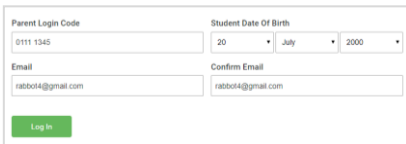
Yours sincerely

Mrs S Vernon  
Non-Teaching Head of Sixth Form



# Parents' Guide for Booking Appointments

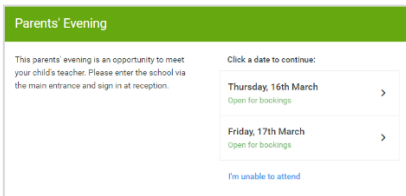
Browse to <https://bluecoatcofeacademy.schoolcloud.co.uk/>



Parent Login Code: 0111 1345  
Student Date Of Birth: 20 July 2000  
Email: rabcock@gmail.com  
Confirm Email: rabcock@gmail.com  
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. Enter your unique login code shared by the school.



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.

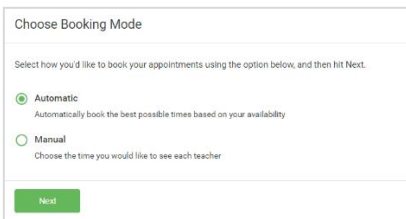
Click a date to continue:

- 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.

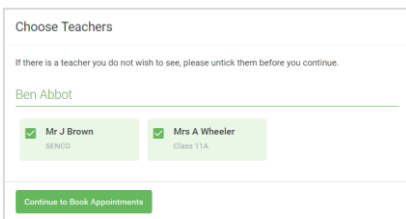
Automatic  
Automatically book the best possible times based on your availability

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

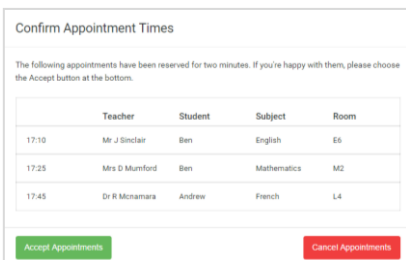
Mr J Brown (SENCO)

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

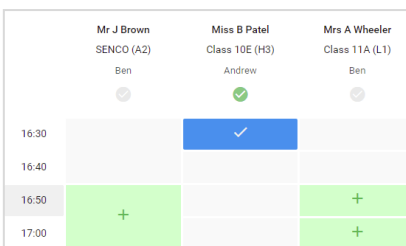
The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Mchamara	Andrew	French	L4

Accept Appointments CANCEL Appointments

## Step 5a (Automatic): Book Appointments

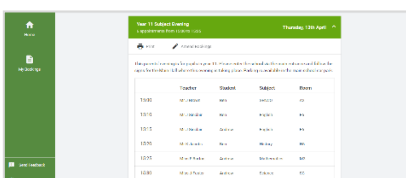
If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left. If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet 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
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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Mchamara	Andrew	French	L4

## 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*.