

January 2025

Dear Families,

Year 7 Parents' Evening will take place on Thursday 30 January from 4pm until 7pm. This Parents' Evening will provide you with the opportunity to receive your child's progress report and speak with your child's subject teachers about their overall progress, attainment and behaviour.

In order to book appointments with your child's subject teachers, you will need to use our online booking system: SchoolCloud. Please visit <https://dng.schoolcloud.co.uk> to book your appointments.

Parent logins will require the following information for the system to identify your child:

- Student First Name
- Student Surname
- Student Date of Birth

Appointments will be open for booking on Thursday 23 January 2025 and close on Thursday 30 of January at 3pm. Appointments will be allocated on a first-come-first-served basis. If you need any support with this process, please contact the academy on info@dixonsng.com

As you are aware, we always try to ensure these events run as smoothly as possible and we will endeavour to meet with you at your allotted appointment time. However, we would appreciate your patience if any of the appointments overrun.

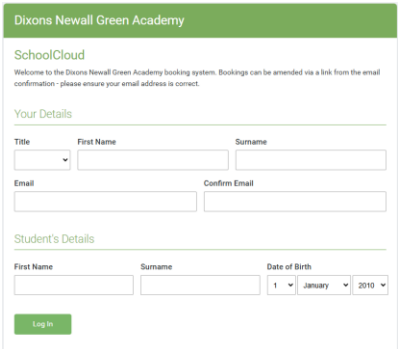
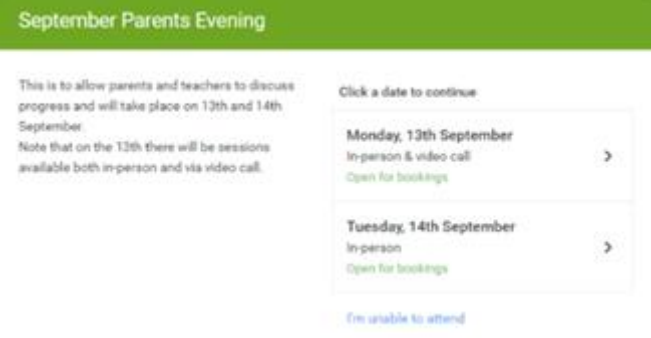
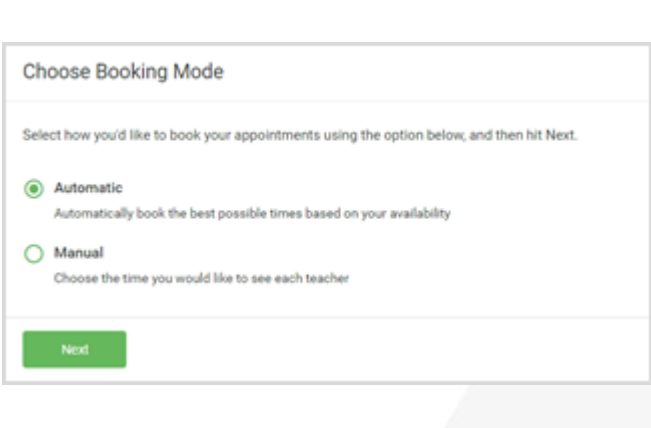
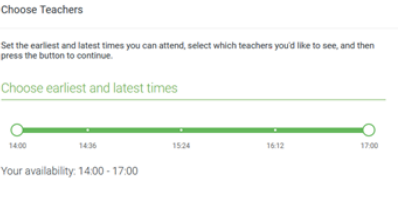
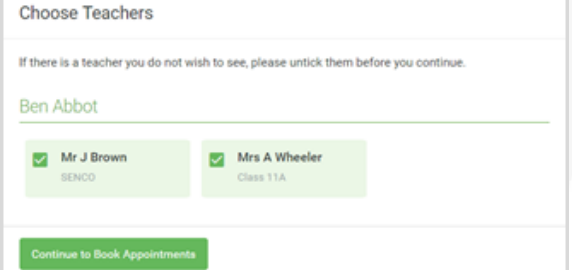
We look forward to seeing you on 30 January. Thank you in advance for meeting our expectation that all families attend.

Yours faithfully

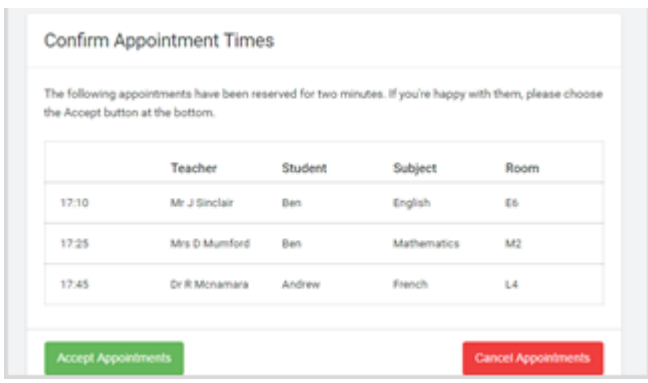
Jo Whitworth
Principal



Click here to book your place: <https://dng.schoolcloud.co.uk/>

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make the dates listed? Click <i>I'm unable to attend</i>.</p>
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>
	<p>Step 4: Select Availability</p> <p>Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p>
	<p>Step 5: Choose Teachers</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>





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.

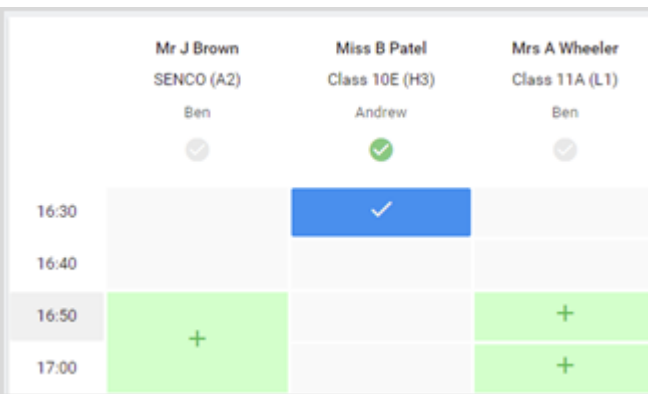
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 6: Book Appointments (Automatic)

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.



	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			+

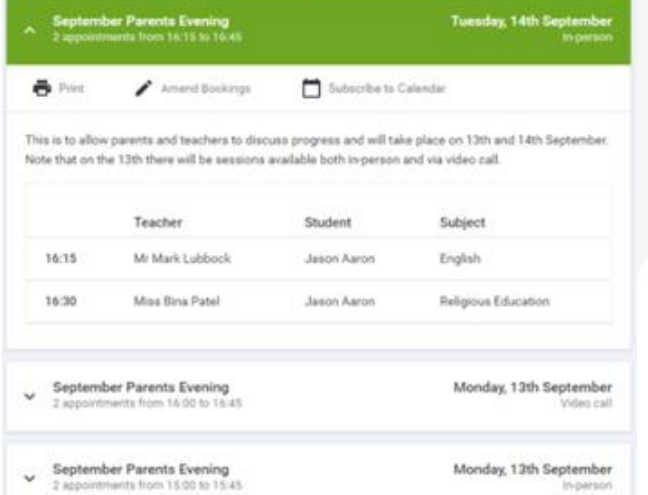
Step 7: Book Appointments

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 September
2 appointments from 16:15 to 16:45
in-person

Print Amend Bookings Subscribe to Calendar

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.

	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 September
2 appointments from 16:00 to 16:45
Video call

September Parents Evening Monday, 13th September
2 appointments from 15:00 to 15:45
in-person

Step 8: 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*.





**DIXONS
NEWALL GREEN**
ACADEMY

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