



# Morton Academy

The best in everyone™

Part of United Learning

CA

12<sup>th</sup> December 2024

Dear Parent/Carer

**Year 11 SLT Parents' Evening – Monday, 16th December 2024, 4:00 pm to 6:00 pm**

We would like to invite you to our forthcoming Year 11 SLT Parents' Consultation Evening on Monday, 16th December from 4.00-6.00pm.

The Academy uses an online appointment booking system which allows you to choose an appointment time with your child's teacher. Please visit <https://mortonacademy.schoolcloud.co.uk/> to book your appointments (a guide on how to add appointments is included with this letter). Appointments can be made from Wednesday, 11<sup>th</sup> December at 8.00am and will close on Friday, 13<sup>th</sup> December at 10.00pm. Should you wish to make any changes after this date please contact Claire Allen who will add your appointments on your behalf.

Appointments are issued on a first come first served basis. Each consultation will last no longer than 5 minutes. We advise that you arrive in plenty of time for your appointment.

We look forward to seeing you on Monday, 16<sup>th</sup> December.

Yours sincerely

*C Allen*

Claire Allen  
Administrator



# Morton Academy

The best in everyone™

Part of United Learning

## Parents' Guide for Booking Appointments

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

Welcome to the United Learning Parents' Booking System. Appointments can be arranged via this system via email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

### 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.

**September Parents Evening**

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.

Click a date to continue

- Monday, 13th September  
In-person & video call  
Open for bookings
- Tuesday, 14th September  
In-person  
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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

**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 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



# Morton Academy

The best in everyone™

Part of United Learning

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 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
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.

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.

Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

## 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*.