



# Little Hill Primary School

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Part of the OWLS Academy Trust

LETTER NO 26

Friday 5<sup>th</sup> March 2021

Dear Parent/Carer

## **Virtual Parents' Meetings: Tuesday 23<sup>rd</sup> March and Wednesday 24<sup>th</sup> March 2021**

I invite you to attend our Virtual VIDEO Parents' Meetings on **Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> March 2021**. This is an important time which provides you with an opportunity to discuss your child's progress with their class teacher(s).

These meetings will all take place virtually via a video link and you will need access to the internet. You can use your smart phone, tablet or a computer. I appreciate this has been an unusual term and many parents/carers have been in regular contact with their class teacher, sharing work and discussing learning/wellbeing by phone, Class Dojo and Tapestry. However, if you would like to arrange a ten-minute video call to discuss:

- How they have resettled into school?
- What we are focusing on and deepening knowledge in?
- How you can continue to support your child's learning?

You will be able to book an appointment online, allowing you to choose allocated times with your child's teacher(s). You will then receive an email confirming your booking.

Appointments can be made online at <https://littlehill.schoolcloud.co.uk> between **6.00 a.m. on Wednesday 10<sup>th</sup> March and 12.00 noon on Friday 19<sup>th</sup> March**. Should you wish to make any changes after this date please contact the school office.

Please see the attached Parent Guide for booking appointments. The video link below will give you an idea on how the virtual appointment will take place. Once you log onto your virtual video appointment and join the call with your child's class teacher, there will be a timer that counts down. Please ensure that you join the appointment promptly. If you are late, the timer cannot be reset and you will not get your full ten minutes. Once the appointment time has ended, your call cannot be reconnected and the teacher will have to move on to their next appointment.

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

You can login with the following information:

Parent Name and email address

Pupil's First Name

Pupil's Surname

Pupil's Date of Birth



If you have more than one child at the school, you should be able to book appointments for all children on a single login, regardless of which child's details you use.

Yours sincerely

*Mrs Cartledge-Splitt*

Mrs H Cartledge-Splitt  
Acting Headteacher

# Parents' Guide for Booking Appointments

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

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

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.

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	
17:30	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 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
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.

Teacher	Student	Subject	Room
1000	101-10101	Math	10101
1010	101-10102	Math	10102
1020	101-10103	Math	10103
1030	101-10104	Math	10104
1040	101-10105	Math	10105
1050	101-10106	Math	10106
1060	101-10107	Math	10107
1070	101-10108	Math	10108
1080	101-10109	Math	10109
1090	101-10110	Math	10110

## 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*.

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