



Little Hill Primary School

Headteacher: Mrs Vina Pankhania

Launceston Road, Wigston, Leicestershire, LE18 2GZ

Telephone/Fax: 0116 281 1963

E-mail: office@littlehill.leics.sch.uk

Twitter: @LITTLEHILLSCH

www.littlehill.leics.sch.uk

Part of the OWLS Academy Trust

LETTER NO 3

23rd September 2021

Dear Parent/Carer

Virtual Parents' Meetings: Monday 11th and Tuesday 12th October 2021

I invite you to attend our Virtual Video or Phone Call Parents' Meetings on **Monday 11th and Tuesday 12th October 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 therefore you will need access to the internet. You can use your smart phone, tablet or a computer. We will focus on:

- 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. If you wish to receive a phone call instead of a virtual screen meeting, then please book a time slot in the same way and write a note within the booking stating 'Phone call appointment please'.

Appointments can be made online at <https://littlehill.schoolcloud.co.uk> **between 6.30 a.m. on Friday 24th September and 6.30 p.m. on Friday 8th October**. Should you wish to make any changes after this date please contact the school office.

If your child is on the Special Educational Needs Register, then your child's class teacher will contact you via Class Dojo and arrange an additional phone call appointment with you before October half term. Within this phone call, you will be reviewing your child's current 'Assess Plan Do Review' outcomes and setting new ones for the following half term.

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 V Pankhania

Mrs Vina Pankhania
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) 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.

Step 11 Subject Overlap
Appointment Book (1/2/2017) - 1/2

Thursday, 1/20/2017

Print

	Teacher	Status	Subject	Room
10:00	Mr. Nelson	OK	English	101
10:15	Mr. Nelson	OK	English	101
10:30	Mr. Nelson	OK	English	101
10:45	Mr. Nelson	OK	English	101
11:00	Mr. Nelson	OK	English	101
11:15	Mr. Nelson	OK	English	101
11:30	Mr. Nelson	OK	English	101
11:45	Mr. Nelson	OK	English	101
12:00	Mr. Nelson	OK	English	101
12:15	Mr. Nelson	OK	English	101
12:30	Mr. Nelson	OK	English	101
12:45	Mr. Nelson	OK	English	101
1:00	Mr. Nelson	OK	English	101
1:15	Mr. Nelson	OK	English	101
1:30	Mr. Nelson	OK	English	101
1:45	Mr. Nelson	OK	English	101
2:00	Mr. Nelson	OK	English	101
2:15	Mr. Nelson	OK	English	101
2:30	Mr. Nelson	OK	English	101
2:45	Mr. Nelson	OK	English	101
3:00	Mr. Nelson	OK	English	101
3:15	Mr. Nelson	OK	English	101
3:30	Mr. Nelson	OK	English	101
3:45	Mr. Nelson	OK	English	101
4:00	Mr. Nelson	OK	English	101
4:15	Mr. Nelson	OK	English	101
4:30	Mr. Nelson	OK	English	101
4:45	Mr. Nelson	OK	English	101
5:00	Mr. Nelson	OK	English	101

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*.
