



# CARLTON MINIOTT PRIMARY ACADEMY

## Dates for your diary 2021

- 19th and 20th January - Parents Consultations

## Dear Parents/Carers

Thank you all for your patience this week as we try and meet the new Government restrictions.

Unfortunately, I have had a huge demand for Key Worker places and now have almost 70 children in school. This defeats the object of the Government's Lockdown and I ask that you only request a place if you have no alternative.

I am awaiting the new Government guidelines and then I will write to those in school explaining how school will operate next week.

### Reports

At the start of the week I promised you that reports would come out this week. Due to the change in circumstances we will now be sending them out by email. As each one has to be emailed individually this will take us longer than planned and so may not arrive until the end of next week.

### Parent Consultations

Parents' Evenings will be held on 19<sup>th</sup> and 20<sup>th</sup> January. This will be a good opportunity for us to catch up with you, support you in home learning and give you some specific objectives to work on with your child. They will be held online as last time and I have attached the instructions for how to book. The booking system will be open from 12 noon on Friday.

### Teams

Thank you all for your patience with Teams. The main issue seems to be logging onto Teams. Please use the same username and password as RM Unify but make sure the end of the username reads

**@carltonminiottacademy.org.**

There is an activity set on there this week so we can test that it works. Other work this week is on the Class pages of the school website as normal. If you have run out of space in your child's home learning book then a new one can be collected from the box outside the main door between 8 and 5.30pm.

The class teachers can track your child's use of Teams and will be contacting you if your child is not using it. The children will receive their assignments back once the teacher has looked at them. Please be aware that the teachers are also teaching in school and so it may be a few days before work is returned.

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# CARLTON MINIOTT PRIMARY ACADEMY

## Dear Parents/Carers - continued

On Teams there is a post feature. This post comes directly through to the teacher. Please ensure that your child knows this and so the comments are learning or school related.

### Online learning going forward.

Next week I will be asking staff to trial an online meeting with your children before we try any online lessons. Please look out for the post in Teams and support your children in accessing this. I will also be writing to you with a clearer outline of what online learning will look like going forward.

### Music Lesson

The County Music lessons will not be taking place during lockdown in school. Those having Mrs Jameson for Music lessons will be contacted about arrangements for these to continue.

### Free School Meals

We will be contacting those on Free School Meals before the end of the week to explain our provision for meals for those that are at home. Please look out for an e-mail.

## Closure due to Bad Weather

If our school has to close due to heavy snow this winter there will be a message posted on the front of our website and a text will be sent out to you all. Please be aware in this very cold weather that the surfaces around school are very icy, please encourage your children to walk on the gritted paths.

More information can be found on the school website:-  
[www.carltonminiottacademy.org](http://www.carltonminiottacademy.org)

# Parents' Guide for Booking Appointments

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

## 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.

## 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*.

## 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.

## 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.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Mrs D Mansford	Ben	Mathematics	H2
Mr B Mousamra	Andrew	French	L4

Buttons: 'Accept Appointments' (green), 'Cancel Appointments' (red)

## 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).

## 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.

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
Mr J Brown	Ben	English	E5
Mrs D Mansford	Ben	Mathematics	H2
Mr B Mousamra	Andrew	French	L4

Buttons: 'Print', 'Subscribe to Calendar', 'Amend Bookings'

## 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*.