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Principal: Chris Wilson

8 November 2021

Dear families

Year 10 Parents' Evening: Thursday 25 November 4.00pm – 6.00pm

I would like to invite you to attend our Year 10 Parents' Evening. This is an important event and provides you with an opportunity to discuss the progress of your son/daughter.

We will be hosting our Parents' Evening via School Cloud which provides an easy-to-use online appointment booking system. This allows you to choose your own appointment times with your child's teachers. Once the appointment has been made, you will receive an email confirmation.

The Parents' Evening will take place via video-conferencing. Each appointment will be five minutes in length.

Appointments can be made from Monday 8 November 2021.

Please visit https://fazakerley.schoolcloud.co.uk/ to book your appointments. A short guide on making appointments is included with this letter. Log in with the following information:

- Your details; these must match the details we hold in SIMS. This will also include the email address we currently hold in SIMS for all electronic communication
- Your son/daughter details: as they are recorded in SIMS, this will include legal surname
- Your son/daughter's date of birth

If you have any queries please contact admin@fazakerleyhigh.org

Yours faithfully

Andrew Roberts
Vice Principal
Dixons Fazakerley Academy



Parents' Guide for Booking Appointments



Browse to https://fazakerley.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.



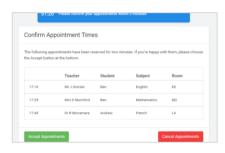
Step 4: Select Availability

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



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.



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.

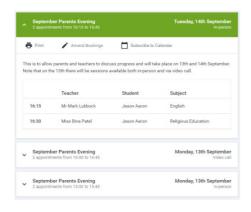
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



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.



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.