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Year 10 Academic Mentoring Week

Dear Parents/Carers

I am now in a position to confirm the arrangements for the academic mentoring session that I mentioned in my previous letter. This will run during each day from **Monday 15th June to Friday 19th June**. We feel that it is very important to be able to review the progress your child has made so far during lockdown and to have an opportunity to discuss next steps.

Appointments will be for forty minutes, allowing for a series of ten-minute slots with an English, maths and science teacher. There will also be a pastoral session to discuss more general progress and wellbeing. The teachers are in fixed groups for different blocks of time, so it is unlikely you will meet with your child's actual teachers but they will all be suitably briefed.

Please see later for instructions about how to book a place using our new online system.

- The invitation is for each Year 10 student along with **one** parent, as we feel this will have more impact than seeing the child alone. However, if it is not possible for a parent to attend then we would still like to see the student.
- The appointment time is when the English slot starts. Please arrive just outside Reception five minutes earlier than this, where you will be welcomed and briefed about the format. If you are any earlier, please wait in the car park. If you miss your appointment time then I am afraid it is not going to be possible to accommodate you and you will need to re-book.
- Students do not need to be in school uniform.
- They can bring work in to refer to if they wish but this is not an expectation.
- Appointments are all in the Main Hall, which will be well-ventilated with markings to support social distancing. Some teachers may be wearing masks or have decided to talk to you from behind a Perspex screen. You are, of course, welcome to wear masks if you wish. A maximum of four sets of appointments will be taking place at any one time in a large space.
- There are potentially enough time slots for everyone but we are aware that it is not always easy to find time during the day, which is why there are some sessions that run into the early evening. Please only book these if there is literally no other way of attending, otherwise some families may lose out on this opportunity.

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- If you have more than one child in Year 10 then appointments will need to be booked at least 40 minutes apart if the same parent wishes to attend.
- Even if you do not wish to take up this opportunity, I would appreciate it if you could still use the booking system to record this, so you are not disturbed by reminders.

I do hope that you and your child are able to attend. We are very much looking forward to seeing you again.

Yours faithfully,



Andy Steele
Headteacher



Year 10 Parents' Guide for Booking Academic Mentoring

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

Your Details

Title: First Name: Surname:

Mr Mr Ms Miss

Email: Confirm Email:

@warneford.com @warneford.com

Student's Details

First Name: Surname: Date Of Birth:

Ben John 28 10 2008

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointment 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 any of the dates/times 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

Step 3: Select Booking Mode

Choose *Manual*


	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H2) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	+	✓	+
16:40	+	+	+
16:50	+	+	+
17:00	+	+	+

Step 4: Book Appointment

Click any of the green cells to make an appointment – this is your starting time. 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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 5: Finished

Your booking will now appear on the My Bookings page. An email confirmation has been sent and you can also print the appointment. Click *Subscribe to Calendar* to add this and any future bookings to your calendar.

To change your appointment, click on *Amend Bookings*.