



THE NEWBRIDGE SCHOOL

Lionheart Educational Trust

The Newbridge School
Forest Road, Coalville, Leicestershire, LE67 3SJ

01530 831 561
info@newbridge.org.uk
www.newbridge.org.uk

Executive Principal Julia Patrick
Co-Heads of School Mike Gamble & Mick Rowbottom

Year 9 Parents Evening – Thursday 1st December 2022

23.11.22

Dear Parent/Carer

We would like to invite you to our Year 9 Parents Evening on Thursday 1st December 2022, where you will have the opportunity to meet your child's teachers and discuss their progress.

Our Year 9 Parents Evening will run at The Newbridge School, in person, from 16:00 – 19:00, with individual meeting times allocated throughout. Appointments can be made on SchoolCloud using the following link:
<https://newbridgeschool.schoolcloud.co.uk/>

The appointment window will open today (23.11.22) at 16:00 and will close at 23:55 on Wednesday 30th November.

A guide on how to log on and make appointments is below. It is important to use the email address we have on file for you in order to log on.

Following parental feedback, our parents evening will run in one building with small groups of staff sharing rooms. This will limit movement time between appointments and help to ensure that the evening runs smoothly. Should you require a more private conversation, please inform the member of staff who will be able to book one of our meeting rooms.

The partnership forged between parents and staff is an essential factor in the success of our students at The Newbridge School. We look forward to seeing you on the 1st December.

Yours faithfully,

Kind regards

Mr M Rowbottom
Co-Head of The Newbridge School

Mr M Gamble
Co-Head of The Newbridge School



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Parents' Guide for Booking Appointments

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

Welcome to the Lionheart Educational Trust booking system. Appointments can be arranged via a mobile phone or email confirmation - please ensure your email address is correct.

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: 29 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September: In-person & video call, Open for bookings
- Tuesday, 14th September: In-person, 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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

Timeline: 14:00, 14:36, 15:24, 16:12, 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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



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Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/>	Mr J Brown SENCO	<input checked="" type="checkbox"/>	Mrs A Wheeler Class 11A
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Continue to Book Appointments

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.

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	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments

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.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+

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.

September Parents Evening
2 appointments from 16:15 to 16:45

Tuesday, 14th September
In-person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:45
Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45
Monday, 13th September
In-person

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*.