



# BENTON PARK SCHOOL

*'Creating a climate for great learning, success and opportunity'*

6<sup>th</sup> July 2021

Dear Parent/Carer

Further to our email dated 1<sup>st</sup> July 2021, we are delighted to invite you to our virtual Year 7 Parents' Information session on Friday 9<sup>th</sup> July from 9:00am to 3.00pm.

The session will provide you with the opportunity to meet and speak with your child's new Form Tutor and ask any questions you may still have ahead of your child starting with us in September. It would be lovely for your child to join you on this appointment should it be convenient with their primary school. Please speak directly with them to make arrangements.

We will be using an application called School Cloud for you to make your appointments before the Information Session, through which you can schedule a ten minute video conference. The member of staff you are invited to book a slot with will be your child's new Form Tutor. All you will need to be able to access School Cloud is an internet enabled device. Information on how you can book your appointment is detailed in the Parent Guide included at the end of this letter, along with some troubleshooting guidance.

**The booking system will be open from 8.00am on Wednesday 7<sup>th</sup> July until 8.00am on Friday 9<sup>th</sup> July.** If you do not have access to an internet enabled device or have any problems accessing the system to make an appointment, please do not hesitate to contact us on [transition@bentonpark.net](mailto:transition@bentonpark.net). Once you have completed the booking process you will be sent a confirmation email containing a link to the Information Session, along with all the information you need to join the video call.

If you prefer to have a telephone call with your child's Form Tutor rather than a video appointment, please book a slot using this system and leave your child's Tutor a message to outline that you prefer a telephone call and leave the relevant telephone number for us to contact you on.

Appointments will be allocated on a first come, first served basis.

If you wish to invite another member of your family to the meeting, please contact us and we will send you the information on how to do this.

We understand that for some parents/carers this may not be convenient and therefore, it is entirely optional. Please be assured that if you are unable to access an appointment on this day, your child will get to spend lots of time with their Form Tutor when they join in September and so will soon get to know them well. Equally, if you have any questions or concerns you are welcome to contact us at any time either by calling school or by email to [transition@bentonpark.net](mailto:transition@bentonpark.net) and we will get back to you.

Yours sincerely,

Richard Wood  
Assistant Headteacher

**Headteacher: Miss D Martin**

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

[www.bentonpark.org.uk](http://www.bentonpark.org.uk)

E-mail: [secretary@bentonpark.net](mailto:secretary@bentonpark.net)

 [@BentonParkSch](https://twitter.com/BentonParkSch)



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## Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs, First Name: Rachel, 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' Information Session

Click on the date you wish to book – this will be 9<sup>th</sup> July 2021. Unable to make the date listed? Click *I'm unable to attend*.

	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 3: Book Appointments

Click any of the green cells to make an appointment. Grey cells are unavailable. Only book one appointment with your child's Form Tutor. 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. You will be able to leave a message for your child Form Tutor when you book the appointment – please tell us here if you prefer a telephone call instead of a video appointment.

**My Bookings**

Teacher	Student	Subject	Event
Mr Wheeler	Ben	SENCO	16
Mr Wheeler	Ben	SENCO	16
Mr Wheeler	Ben	SENCO	16
Mr Wheeler	Ben	SENCO	16
Mr Wheeler	Ben	SENCO	16
Mr Wheeler	Ben	SENCO	16
Mr Wheeler	Ben	SENCO	16

### Step 4: 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*.

### Troubleshooting

Please make sure your name and the name of your child matches exactly to the name used for your school place application.

If your contact details aren't recognised, try those of anyone with 2<sup>nd</sup> parental responsibility as the contact priority order may not be set on our system and will reflect the data we have received from your child's primary school.

**Headteacher: Miss D Martin**

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