Dear parents/carers,

As we approach the half term break of your child's first term at SPH we would like to say how pleased we are at how well Year 7 have settled into life at high school. We realise that this is a stressful time for both pupils and parents and the majority of pupils have handled this stress very well. We continue to support those that have struggled with transition and will carry on with this going forward.

We would like to invite you to the **ONLINE** Year 7 Form Tutor Review Evening on Thursday 5th November 2026. This will be an opportunity for you to chat to your child's form tutor for a five minute appointment to discuss any issues that may have arisen over the past few weeks and receive any feedback about how they are settling in.

We use an online booking system for online parents evenings called School Cloud. Bookings will open on Thursday 22nd October from 3pm. This can be found by following this School Cloud link: https://stphiliphowardcatholicvoluntary.schoolcloud.co.uk/

Please log on and make your five minute appointment at a convenient time between 4 and 6pm with your child's form tutor. Also see the attached guide to using school cloud but for this parent's **evening you will only need to make one appointment only with the form tutor.**

7CA Mr Greenwood
7CL Miss Knowles and Ms Akthar
7SO Mrs Waters
7FI Mr Taylor

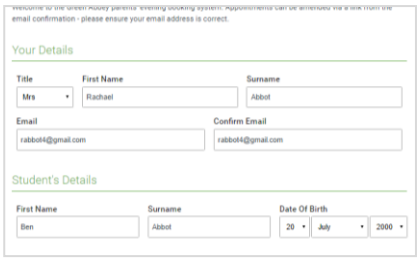
We look forward to seeing you online – please make sure that your camera and microphone are working before you log on to the appointment!

Yours sincerely

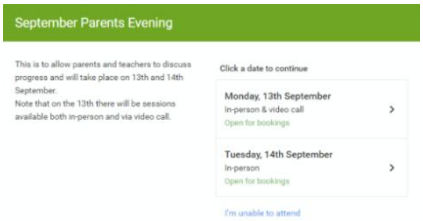
Mrs McGill, Head of Year 7

Parents' Guide for Booking Appointments

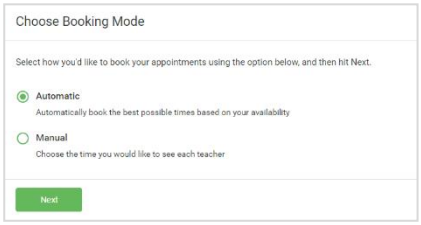
Browse to https://stphiliphowardcatholicvoluntary.schoolcloud.co.uk/



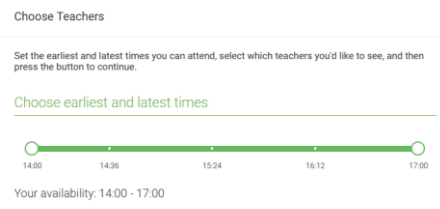
Step 1: Login
Fill out the details on the page then click the *Log In* button.
A confirmation of your appointments will be sent to the email address you provide.



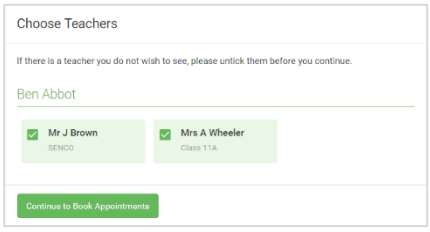
Step 2: Select Parents' Evening
Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.



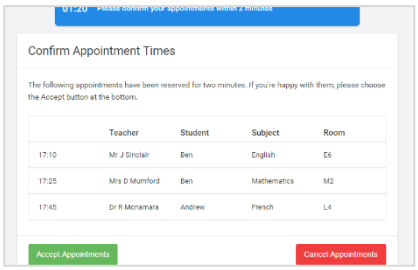
Step 3: Select Booking Mode
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.
We recommend choosing the automatic booking mode 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.



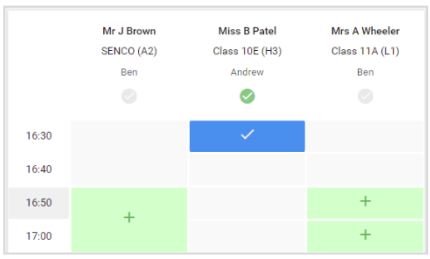
Step 5: Choose Teachers
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



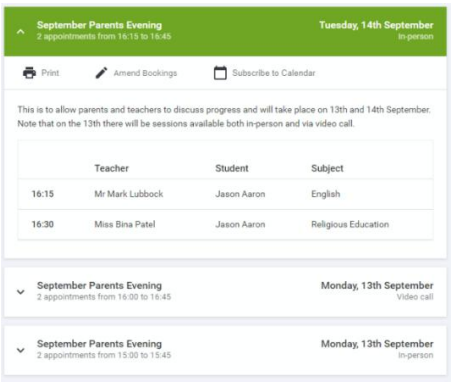
Step 7: Book Appointments

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*.