

25 September 2023

DIXONS UNITY ACADEMY Whingate Road, Leeds, LS12 3DS Phone: 0113 5125530 Email: info@dixonsua.com www.dixonsua.com Principal: Ash Jacobs

Dear Families

Year 7 Settling in Evening

On Thursday 12 October 2023, there will be a Settling in Evening for Year 7 students. This will take place between 4:00pm and 6:30pm. Settling in Evenings are very important events that allow you to gain helpful insights into your child's progress and we strongly encourage all parents to attend.

The academy uses a straightforward online booking system for this Settling in Evening. A parents' guide for booking appointments is included to make you aware of the process.

If you do not have access to the internet or you are struggling in any way with the booking system, you can contact the school office, who will be happy to add this appointment for you.

If you require any further information at this point, please contact Mr Pervaiz on 0113 5125530 or email admin@dixonsua.com

We look forward to welcoming you into Dixons Unity Academy.

Yours faithfully



Mr Ash Jacobs Principal

Parents' Guide for Booking Appointments

Browse to	https://DixonsUnityAcademy.schoolcloud.co.uk/				
Voor Ootsis Tee Fort Name Sumare Wm Rastael Imme Exal Context Enail Imme Student's Details Fort Name Sumare Data Of Endi Exe Samare Data Of Endi Imme Imme Student's Details Fort Name Samare Data Of Endi Imme	Step 1: Login Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.				
Parents' Evening The parents' evening is an report why to must per uhifs's tracher. Please while the other is an effect of as the main estimate and again at exception.	Step 2: Select Parents' Evening Click on the date you wish to book. Unable to make all of the dates listed? Click <i>I'm unable to attend</i> .				
Choose Booking Mode Select how you'd like to book your appointments using the option below, and then hit Next. Automatically look the best possible times lawed on your availability Automatically how the best possible times lawed on your availability Choose the time you would like to see each teacher Next	Step 3: Select Booking Mode Choose <i>Automatic</i> 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 <i>Manual</i> . Then press <i>Next</i> . We recommend choosing the automatic booking mode when browsing on a mobile device.				
Choose Teachers If there is a teacher yier do not with to see, please writick them before you continue. Ben Abbot Min J Breen Stoco Class 116 Class 116 Class 116 Class 116 Class 116 Class 116	Step 4: Choose Teachers If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. 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 agreements have been seared for two models: if you've begy with them, please shows the Ansart button if the bottom. The Ansart buttom if the bottom. The Ansar	Step 5a (Automatic): Book Appointments 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 5b).				
Mr J Brown BINCO (A2) Miss B Patel Class 106 (H3) Mrs A Wheeler Class 11A (k.1) Ban Andrew Ban 16-50 Image: Class 11A (k.1) Ban 17-50 Image: Class 11A (k.1) Ban	Step 5b (Manual): Book AppointmentsClick 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 <i>Delete</i> . 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.				

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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 6: 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.