

25 September 2023

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/>

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: 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.

	Teacher	Student	Subject	Room
17:18	Mr J Brown	Ben	English	E6
17:25	Miss S Stanford	Ben	Mathematics	M2
17:45	Dr R Minors	Andrew	French	L4

Buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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).

Step 5b (Manual): 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 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*.

