

9 January 2024

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

Dear Families

Year 8 Parents' Evening

On Thursday 1 February 2024 there will be a Parents' Evening for Year 8 students. This will take place between 4:00pm and 6:30pm. Parents' 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 Parents' Evenings. 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, your child can contact the relevant teacher who can make an appointment for you. Alternatively, you can contact the school office, who will be happy to add appointments 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 to Dixons Unity Academy.

Yours faithfully

Mr Ash Jacobs Principal



Parents' Guide for Booking Appointments

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		BI	rowse to	https://DixonsUnityAcademy.schoolcloud.co.uk/
Vour Details Tele Nama Tel				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.
Feet Name Box	Sumane Abbet		21 Berls + Ady + 2000 +	
- topic				
Parents'	Evening			Step 2: Select Parents' Evening
	conting is an opportunity to meet other. Please enter the school via	Click a data to cont	inus	Click on the date you wish to book.
	nce and sign in at reception.	Thursday, 16th M Open for beakings	larch >	Unable to make all of the dates listed? Click I'm unable to attend.
		Friday, 17th Marc Open for beakings	a >	
_		The smaller to attend		
Choose 8	looking Mode			Step 3: Select Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.				Choose Automatic if you'd like the system to suggest the shortest possible
Automatic				appointment schedule based on the times you're available to attend. To pick the
Automatically look the lost possible times based on your availability O Manual				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
Choose the time you would like to see each teacher				device.
Net				
Choose Teachers				Step 4: Choose Teachers
If there is a teacher you do not wish to see, please untick them before you continue.				If you chose the automatic booking mode, drag the sliders at the top of the screen to
Ben Abbot				indicate the earliest and latest you can attend.
Mits A Wheeler DINO				Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.
Continue to	Book Appointments			
Confirm	Appointment Times			Step 5a (Automatic): Book Appointments
The following approximants have been reserved for two minutes: If you're happy with them, please choose the Account botton at the bottom.				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.
	Teacher Studen	e Subject	Room	If it wasn't possible to book every selected teacher during the times you are able to
17:18	Mr.J.Sinclair Ban	Erglish	04	attend, you can either adjust the teachers you wish to meet with and try again, or
17.26	Mrs-9 Muniford Ban	Mathematic	M2	switch to manual booking mode (Step 5b).
17.45	Drill Monamana Andrea	French	14	
Accept App	centrents		Cancel Appointments	
	Mr J Brown	Miss 8 Patel	Mrs A Wheeler	Step 5b (Manual): Book Appointments
	SENCO (A2)	Class 10E (H3)	Class 11A (L1)	Click any of the green cells to make an appointment. Blue cells signify where you
	0	0	0	already have an appointment. Grey cells are unavailable.
16.30		×		To change an appointment, delete the original by hovering over the blue box and
10.40				clicking <i>Delete</i> . Then choose an alternate time.
16:50			+	You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.
17.00	+		+	One service in the service of the service set the ten of the service in the service set the se

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.

