

24 February 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 9 Parents' Evening

On Thursday 21 March 2024 there will be a Parents' Evening for Year 9 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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	Br	owse to	https://DixonsUnityAcademy.schoolcloud.co.uk/
Your Details Tele Fred Name Min • Index East East Student's Details Feet Name Support on Support Suppo	Samana Inne Contres Enal Internitypust.com	Electric de la construcción de	<b>Step 1: Login</b> 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.
Ban Adust	19 ·	Ap - 200 -	
Parents' Evening			Step 2: Select Parents' Evening
This parents' evening is an opportunity to me	out Chok a data to contr	ux.	Click on the date you wish to book.
the main entrance and sign in at reception.	Thursday, 16th Mi Open for beakings	with >	Unable to make all of the dates listed? Click I'm unable to attend.
	Friday, 17th March	· ,	
	fire weakle to attend		
Choose Booking 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 book the best possible t	times based on your availability		times to book with each teacher, choose Manual. Then press Next.
Choose the time you would like to see each teacher			we recommend choosing the automatic booking mode when browsing on a mobile
and the second se			device.
Choose Teachers	er, please unlich them before you	continue.	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.
Storie A Stream Stream Ches 114			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	1		Step 5a (Automatic): Book Appointments
The following apportionants have been reserved for two minutes: $\mathcal{D}_{\mathcal{T}}(u)$ to bappy with them, please choose the Accept bottom 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	Student Subject	Room	If it wasn't possible to book every selected teacher during the times you are able to
1718 Mr.J.Sincher 1728 Mitchierder	Ben English	D4	attend, you can either adjust the teachers you wish to meet with and try again, or
1745 Drit Moraman	Andrew French	14	switch to manual booking mode (Step 5b).
Accept Appontments		Cancel Appointments	
Mr J Brown	Miss 8 Patel	Mrs A Wheeler	Step 5b (Manual): Book Appointments
SENCO (A2) Ben	Class IOE (HD) Andrew	Class 11A (L1) Ben	Click any of the green cells to make an appointment. Blue cells signify where you
	0		already have an appointment. Grey cells are unavailable.
16.30	×		I o 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 +		+	or raise anything beforehand.

17.00

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.

