

Toot Hill Sixth Form College

The Suthers Building
Toot Hill School
The Banks
Bingham
Nottinghamshire
NG13 8BL

+44 (0) 1949 863072
www.toothillcollege.co.uk
contact@toothillcollege.co.uk
[@TootHillCollege](https://twitter.com/TootHillCollege)

Head of College
Mrs C Mordue BA (Hons), PGCE
Head Teacher
Dr C Eardley BSc (Hons), PGCE, PhD



Dear Parent/Carer,

Next half term, we look forward to welcoming you in to college to discuss your child's progress after their first term in year 13. Our **Year 13 Parents' Evening is from 3.30pm until 6.30pm on Thursday 18th January** in our Suthers' Building and will be a face to face event.

To book appointments, please follow the parent guide below to use our online system. **Appointments will go live on Monday 8th January at 9.00am and will close on Thursday 18th January at 9.00am.** Please visit [SchoolCloud - Toot Hill School](#) to book your appointments. The login process will use the family details we store on our in-school systems. Follow the link, then fill in your details in the form and the system will log you in.

All subjects will have one teacher representing that qualification, and where possible, some subjects may have both teachers present. However, please do book in with the teacher who is on the system for your child's class. In some cases, the member of staff is unable to attend on the evening; these staff members will communicate with all parents of students taught either before or just after the evening.

There are only a small number of subjects where numbers exceed the number of appointments allocated. Where this is the case, we will do our best to facilitate conversations or send out detailed emails either on the evening or following the evening. Please liaise with us if this is the case on contact@toothillcollege.co.uk

If you have any questions, then please do not hesitate to contact us via contact@toothillcollege.co.uk

Kind regards,

C Mordue

Catherine Mordue
Head of College

A short guide on how to book appointments is included in this letter. The login process will use the contact details that we store on our school system.

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Toot Hill School

SchoolCloud

Welcome to the Toot Hill School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title

First Name

Surname

▼

Email

Confirm Email

Student's Details

First Name

Surname

Date of Birth

1

▼

January

▼

2010

▼

Log In

Parent/Carer Guide to Making Appointments

Select a parents' evening to add appointments:

**Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

**Continue**

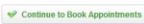

Step 1: Select Parents' Event

Click the green tick to select the Year 13 Parents' Consultation Evening.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lobbcock - Class 9A
<input checked="" type="checkbox"/>	Dr R McNamara - French
<input checked="" type="checkbox"/>	Dr R McNamara - German
<input type="checkbox"/>	Dr S Mwandia - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

Step 2: Choose Teachers

Your child's teachers will appear. Ensure that the teachers you wish to see are selected in green. If you do not wish to book an appointment with a teacher, click on their name to de-select them.

Click on the 'Continue to Book Appointments' button to proceed.

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 3: Book Appointments

Click 'Book' to make your appointment with the teacher for the specified time. Repeat this for all the teachers you wish to make appointments with.

After you have finished booking all your appointments, select "click here" in the yellow box at the top of the page to finish.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 4: Finished

You will receive an email confirmation of your appointments.

Time Limits

Please note that each appointment is five minutes long.

If you still have questions at the end of the event please contact contact@toothillcollege.co.uk