

10 February 2025

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**Principal:** Stuart Nash  
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Dear Parent/Carer

### Year 12 Parents' Evening, Tuesday 25 February - Online Appointment Booking

I would like to invite you to attend our virtual Parent/Carers Evening, which will be held on the **Tuesday 25 February 1:30pm – 7:30pm**.

The event provides an important opportunity to discuss student progress with subject teachers and, if required, the student's Progress Tutor. Students are encouraged to attend appointments with you and we very much hope you will be able to join us.

In response to positive parental feedback last year we are continuing with virtual appointments. This allows you to join each appointment from the comfort of your home and with all appointments running to time.

The College uses an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. If you are trying to make an appointment with a teacher that is not showing or their schedule is full, you will be given the opportunity to place your name on a waiting list. The teacher will then contact you later.

Appointments can be made on receipt of this letter and they will close on **24 February at 4:00pm**. If you have any problems making appointments please contact Student Services on 01274 089189 extension 3149, 01977 802802 option 2 or email [ncb-studentservices@nclt.ac.uk](mailto:ncb-studentservices@nclt.ac.uk)

If you require an appointment with Study Support, please ring or email as above, and we will make one for you.

Please visit <https://newcollegebradford.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is enclosed with this letter.

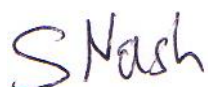
Login with the following information: **(Ensure you include middle names too)**.

Student's Forenames: (as shown in bold)  
Student's Surname:  
Student Reference/ID Number:

**Joseph James  
Bloggs  
B009856 (This should be a capital B followed by a  
6-digit number starting with 0)**

To attend your appointments on the evening, please click the link on the email you receive with your confirmed appointments and you will be connected to the teacher by a video call. You do not need to install any software in advance and the system will work through a standard web browser. Appointments are 6 minutes long with a 2-minute gap between each. A visual clock will indicate how much time remains before the system ends your appointment.

Yours sincerely



Stuart Nash  
Principal

## Parents' Guide for Booking Appointments

Welcome to the new 'Hobby Parents' evening booking system.  
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Registration Class: 11A

### Step 1: Login

Fill out the details on the page then click the *Log In* button.

**Please ensure that you type the student full name (including middle names) as shown on the letter.**

A confirmation of your appointments will be sent to the email address you provide.

### September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
In-person & video call  
[Open for bookings](#)

Tuesday, 14th September  
In-person  
[Open for bookings](#)

[I'm unable to attend](#)

### 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*.

### Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- Automatic**  
Automatically book the best possible times based on your availability
- Manual**  
Choose the time you would like to see each teacher

Next

### 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.

### Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times



Your availability: 14:00 - 17:00

### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

### Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

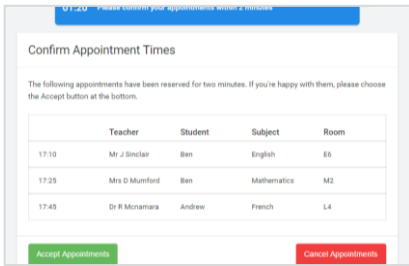
- Mr J Brown  
SENCO
- Mrs A Wheeler  
Class 11A

Continue to Book Appointments

### Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

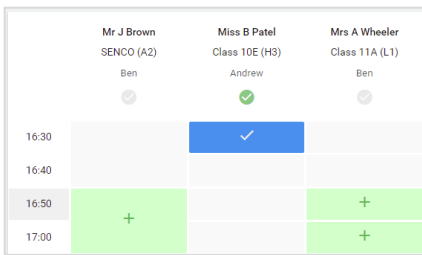
If there are no issues you need to discuss please do not book an appointment with the progress tutor.



### Step 6: Book Appointments (Automatic)

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.



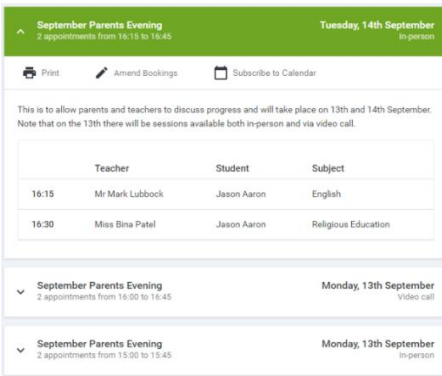
### Step 7: Book Appointments

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 8: 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*.