



THE
ROYAL SUTTON
SCHOOL

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<https://theroyalsuttonschool.atlp.org.uk>
Headteacher: Mrs N Gould
April 2025

Dear Parents and Carers

**Year 7 Parents Evening – Online appointment booking for face-to-face appointments
Thursday 8 May 2025 – 3:40pm-6:00pm**

We look forward to welcoming you into school to attend your child's parents' evening at our school.

This is a very important Parents Evening, and we would like to invite you to speak with your child's teachers. This will be an extremely beneficial conversation for us all to support your child moving forward and address any concerns.

Parents Evening will be bookable online via School Cloud. This allows you to choose your own appointment time with your child's teachers and you will receive an email confirming your appointment. Please note all appointments will be **in person** at school.

The booking system will open at **6:00pm today** and will close at **10:00am on Wednesday 7 May 2025**. If you wish to make any changes after this date, please contact the school office.

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

Login with the following information: **Student's First Name, Student's Surname, Form Group**

The Year 7 team would like to thank you for all of your ongoing support and communication.

Yours sincerely

Miss C Wakefield
Head of Year 7

Mr S Clarkson
Lead Practitioner

Attachments: School Cloud Guide and Parents Evening Making the most



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Parents' Guide for Booking Appointments

Browse to <https://theroyalsuttonschool.schoolcloud.co.uk/>

Step 1: Login

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

A confirmation of your appointment 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: Select Availability

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

Step 5: Choose Teacher(s)

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

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mansford	Ben	Mathematics	M2
17:45	Dr R Minnamara	Andrew	French	L4

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

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.

September Parents Evening				Tuesday, 14th September
2 appointments from 16:15 to 16:45 Print Amend Bookings Subscribe to Calendar				In person
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.				
	Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English	
16:30	Miss Bina Patel	Jason Aaron	Religious Education	
September Parents Evening 2 appointments from 16:00 to 16:45				Monday, 13th September
				Video call
September Parents Evening 2 appointments from 15:00 to 15:45				Monday, 13th September
				In person

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*.



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Making the most of your upcoming Parents' Evening

We look forward to welcoming you to discuss your child's progress. We appreciate that this is an important opportunity to discuss your child with subject specialists and therefore it is important to maximise the time available in each 5-minute appointment, so that you are well informed and supported.

What to expect

There will be some parking on site.

As you enter school site, follow the footpath down to the left to access main reception.

The evening takes place in the main hall, gym 1 and gym 2 which is accessed via main reception and a small set of stairs. Please do contact us to let us know if you will need assistance.

Sign in by scanning the QR code.

Teachers will be sat in faculty areas with name labels on their desks. Additional seating is provided whilst you wait for your appointment.

There will be staff on hand to direct you to staff and to answer any questions you have.

Be prepared

Bring your list of appointments with you so that you know who you need to see and when.

If you have specific questions, write them down beforehand, it is also useful to bring a piece of paper to briefly record key information. It is also useful to speak with your child beforehand to see if they have any questions about specific subjects.

Let the teacher speak

As you only have 5 minutes with each teacher it is best to let the teacher speak first so that they can cover what they need to, expect to have feedback on your child's levels of effort; engagement with homework; progress in lessons and behaviour as well as outlining any upcoming assessments. There will be time for you to ask questions and seek clarification around anything which has been discussed.

Try not to compare

Avoid focusing on comparisons between your child and their peers- or even their siblings. The teacher will focus on how *your* child is achieving against expected levels of their age. It isn't useful to ask how their performance compares to other in the class, try and stay focused on your own child.

Focus on your child's level of effort and attitude towards learning

Your child's effort is important and should not be underestimated; it is as important as achievement as it reflects your child's behaviour and motivation to succeed.

Ask for a quick review

Ask what your child's strengths and areas of development are this will give you a succinct understanding of their performance and also help you support your child at home.

Deal with the unexpected productively

We hope that teachers will have communicated with you in advance via a phone call, email or meeting if there are concerns around your child. However, if the discussion reveals a negative aspect of learning behaviours this can sometimes come as a surprise.

If you do hear something unexpected ask how you can work with the teacher and your child to support and ask for an update and follow-up conversation from the teacher to update you.

Remember, we are all working towards a common goal: your child's success and happiness and turning their **potential into reality**.