

12 February 2025

## Year 12 Parents and Carers Evening

### Wednesday 26 February - Online Appointment Booking

I would like to invite you to attend our Parents and Carers Evening which will be held on the above date between 1:15pm and 7:30pm.

The event provides an important opportunity to discuss student progress and learning with 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, 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 and their schedule is full, you will be given the opportunity to place your name on a waiting list and the teacher will then contact you at an alternative time and date.

Appointments can be made on receipt of this letter and they will close on 25 February at 11.30am. Should you wish to make any changes after this date and time please contact Student Services on 01302 976777, Option 2 or email [ncd-studentservices@nclt.ac.uk](mailto:ncd-studentservices@nclt.ac.uk)

If you require an appointment with Study Support, please request this via NCD Student Services Email [ncd-studentservices@nclt.ac.uk](mailto:ncd-studentservices@nclt.ac.uk) and our SENDCo, Laura Carlin will contact you to arrange a suitable appointment time.

Please visit <https://newcollegedoncaster.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).**

#### Sample information

Student's Forenames: (as shown in bold)

**Joseph James**

Student's Surname:

**Bloggs**

Student Reference/ID Number:

**D0012345 (this should be a capital D followed by 7-digit number starting with 00)**

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 and a visual clock will indicate how much time remains before the system ends your appointment.

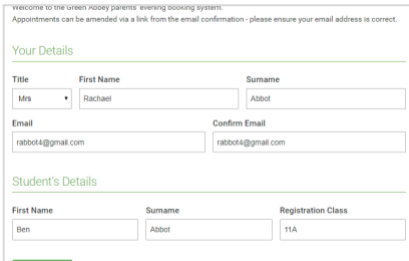
As a parent, you can continue to track student attendance, assessment grades and staff comments by logging into Cedar at any time - <https://ncdoncaster.ac.uk/cedar/>.

Yours sincerely



**Helen Jackson**  
Associate Principal

## Parents' Guide for Booking Appointments



### Step 1: Login

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

**Please enter the full student name (including middle names) as shown in the letter.**

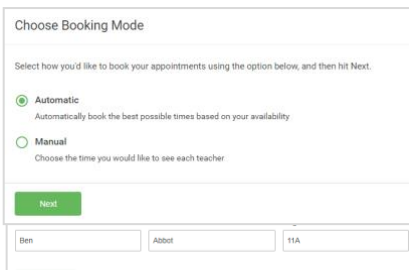
A confirmation of your appointments will be sent to the email address you provide.



### Step 2: Select Parents' Evening

Click on the date you wish to book.

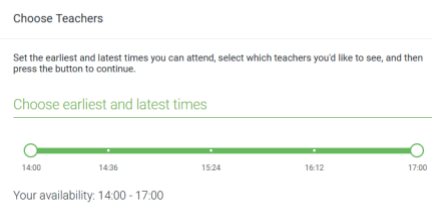
Unable to make all of the dates listed? Click *I'm unable to attend*.



### Step 3: Select Booking Mode

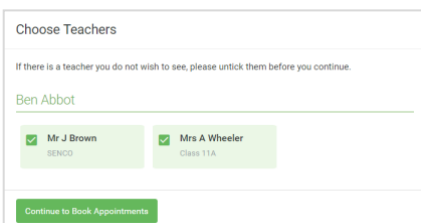
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



### Step 4: Select Availability

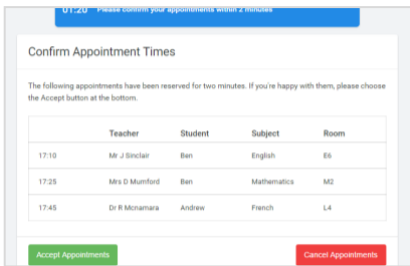
Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



### Step 5: Choose 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.

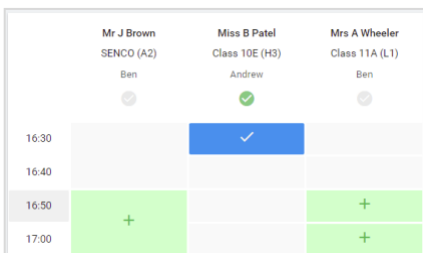
Unless there are any issues you wish to discuss please do not book an appointment with the progress tutor.



**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.



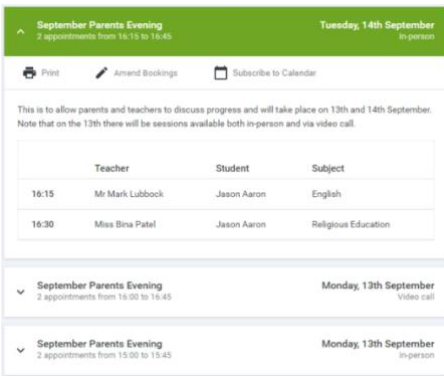
**Step 7: Book Appointments**

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*.

Full details of NCD Parents Evenings are also available on our website:  
<https://ncdoncaster.ac.uk/year-12-and-year-13-parents-and-carers-evening/>