

24 February 2026

### Year 12 Parents and Carers Evening: Thursday 19 March - Online Appointment Booking

Please look out for a letter in the post inviting you to attend our Parents and Carers Evening which will be held on the above date between 1:15pm and 7:30pm. We very much hope you will be able to join us.

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.

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 19 March 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 your child's information as shown in the example below: (**Ensure you include middle names**)

Student's Forename: **Joe 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

Visit <https://newcollegedoncaster.schoolcloud.co.uk/> to book your appointments.  
Please see short guide on how to add appointments below:

### Parents' Guide for Booking Appointments

Instructions to our users: please ensure you are logged in to the system.  
Appointments can be amended as a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mr, Mrs, Miss, Ms, Other  
First Name: Michael  
Surname: Abbott  
Email: michael@pmail.com  
Confirm Email: michael@pmail.com

**Student's Details**

First Name: Ben  
Surname: Abbot  
Registration Class: Y11

#### 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.

**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**

Ben Abbot Y11

#### 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

14:00 14:30 15:04 15:12 17:00

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 unlick them before you continue.

Ben Abbot

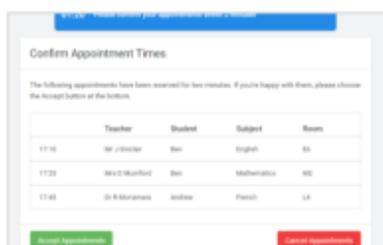
- Mr J Brown (09:00 - 11:00)
- Mrs A Wheeler (11:00 - 13:00)

**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.

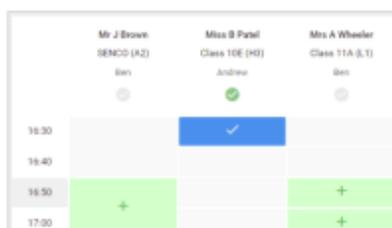
Unless there are any issues you wish to discuss please do not book an appointment with the progress tutor.



### 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.



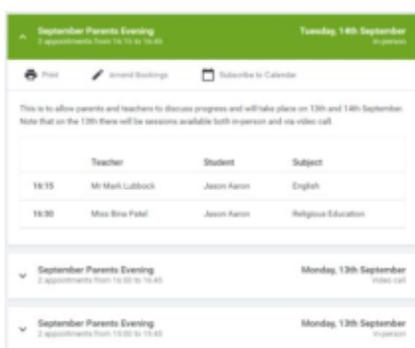
### Step 7: Book Appointments

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/>