

21 October 2022

Dear Families

Year 8 and Year 10 Parents' Evening

Dixons Unity is committed to our mission that all students will succeed at university or a real alternative and live a happy and purposeful life.

We would like to invite you to our Parents' Evening on Thursday 10 November or Tuesday 22 November 2022. This will take place between 4.00pm and 7:00pm. Parents' Evenings are very important events that allow you to gain helpful insights into your child's progress and we strongly encourage all parents to attend.

Please note that the academy uses a straightforward online booking system for Parents' Evenings. A parents' guide for booking appointments is included with this letter. We would like all parents to book their appointments no later than Tuesday 8 November 2022 and you are only required to attend one of the evenings.

If you do not have access to the internet or you are struggling in any way with the booking system, your child can contact the relevant teacher who can make an appointment for you. Alternatively, you can contact the school office, who will be happy to add appointments for you.

If you require any further information, please contact Mrs E. Bottomley on 0113 2630110 or email ebottomley@dixonsua.com

We look forward to welcoming you to Dixons Unity Academy.

Yours faithfully

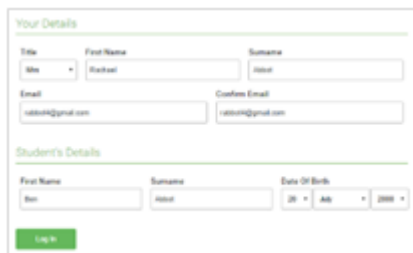


Mr Neil Miley
Deputy CEO



Parents' Guide for Booking Appointments

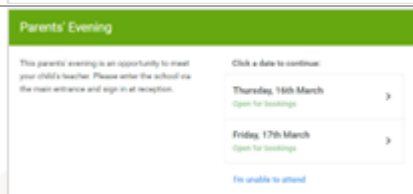
Browse to <https://DixonsUnityAcademy.schoolcloud.co.uk/>



Step 1: Login

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

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.

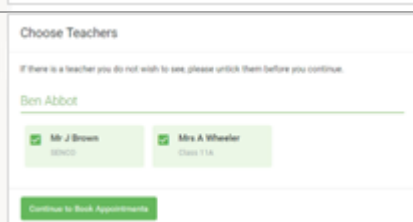
Unable to make all of the dates listed? Click *I'm unable to attend*.



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: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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



Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	6a
Mrs G Mansfield	Ben	Mathematics	M2
Dr B Monahan	Andrew	French	L4

Step 5a (Automatic): Book Appointments

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 5b).



Step 5b (Manual): 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.



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Dr B Monahan	Andrew	French	L4

Step 6: 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*.

