

11 November 2025

Re: Year 9 Parents' Evening 20 November 2025 (Online Booking System)

Dear Families

Year 9 Parents' Evening will take place on **Thursday 20 November 2025**, between 4:00pm and 7:00pm. This is a very important evening where you will receive a copy of your *child's report* and have valuable time to speak face-to-face with their subject teachers.

Appointments will be held at the academy. You will be able to book five-minute appointments with individual teachers through our online booking system **SchoolCloud**. Bookings are now open and will close at 3:00pm on Wednesday 19 November. Appointments are offered on a first-come, first-served basis.

Please visit <https://dng.schoolcloud.co.uk> to book your appointments.

To log in, please enter your child's:

- First Name
- Surname
- Date of Birth

Once you have selected your appointments, you will receive a confirmation email. If you need any help accessing the system or making changes after the deadline, please contact info@dixonsng.com.

We strongly encourage all families to attend.

We look forward to welcoming you to the academy on Thursday 20 November.



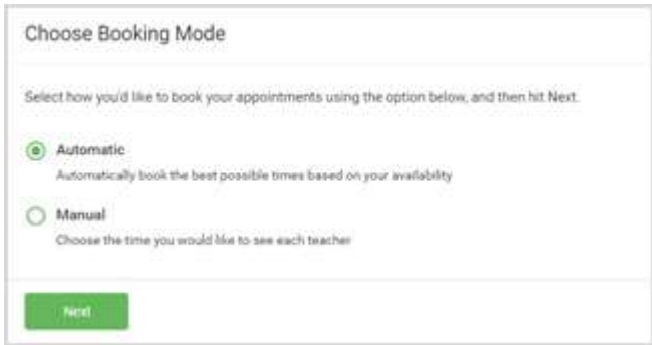


Yours faithfully

Ms D Al-Hermezi

Assistant Vice Principal



Click here to book your place: <https://dng.schoolcloud.co.uk/>

	<h3>Step 1: Login</h3> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
	<h3>Step 2: Select Parents' Evening</h3> <p>Click on the date you wish to book.</p> <p>Unable to make the dates listed? Click <i>I'm unable to attend</i>.</p>
	<h3>Step 3: Select Booking Mode</h3> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>
	<h3>Step 4: Select Availability</h3> <p>Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p>
	<h3>Step 5: Choose Teachers</h3> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R MacIntyre	Andrew	French	L4

Accept Appointments Cancel Appointments

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.

	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.

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.

September Parents Evening Tuesday, 14th September
2 appointments from 16:15 to 16:45 in-person

Print Amend Bookings Subscribe to Calendar

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*.

