

St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College

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Headteacher: Mr P Mitchell

Chair of Governors: Mrs G Kilgour



18/01/2021

Dear Parent/Guardian

Thank you for requesting a place for your son/daughter to be in school during the Spring Half Term.

We have now updated our online booking system to allow you to easily book a place for your child should you require it.

<https://stjosephsca.schoolcloud.co.uk/>

Please note that the latest guidance from the DFE is that

“Children with at least one parent or carer who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.”

Please follow the attached guide to book places for your child in school to allow us to staff safely.

Students can continue to access the school from 8:30-3pm and buses continue to run if needed. Students will continue to work in a computer room to follow their timetable and access the same remote learning available to all pupils.

Your son/daughter should continue to wear **full school uniform each day** except a Wednesday, where they should attend in PE kit in order to participate in a PE lesson.

Please contact us via the school office email or your child's head of house if needed

Yours sincerely

D McGuinness
Assistant Head



Step by step guide to the Booking System



Step 1: Click on the link - <https://stjosephsca.schoolcloud.co.uk/>

Step 2: Fill in your own details then your child's details.

St Joseph's Catholic Academy
Parents Evening System
Welcome to the St Joseph's Catholic Academy parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title

First Name

Surname

Email

Step 3: Click on the 'continue' button for your chosen group

i.e. - Key worker / Eligible pupils in school

Step 4: Select the days/dates your child will be in school.

St Joseph's Catholic Academy
Aidan Yr10 School Day - Monday
15th June 2020 - 15th July 2020

Katie 0 of 5 clubs booked

Monday

Aidan School Day Monday 15th June

Katie

Aidan School Day Monday 22nd June

Katie

Step 5: Press 'next', which will take you to a summary screen. Check dates selected carefully the scroll to bottom of the page and select 'confirm'

St Joseph's Catholic Academy
Aidan Yr10 School Day - Monday
15th June 2020 - 15th July 2020

Katie

Aidan School Day Monday 15th June

Aidan School Day Monday 22nd June

Aidan School Day Monday 29th June

Aidan School Day Monday 6th July

Aidan School Day Monday 13th July

Summary

Amending bookings

If you need to amend your bookings log back in and select the group you need to amend the booking for.

Click '**Manage Bookings**'

Amend your bookings then click '**next**', check your summary page then click on '**confirm**'.

St Joseph's Catholic Academy

Aidan Yr10 School Day - Monday

In school for this day

Manage Bookings
5 places booked

Key Worker Group

Place needed in school.

Manage Bookings
8 places booked

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Aidan Yr10 School Day - Monday
5 places booked

Key Worker Group
8 places booked