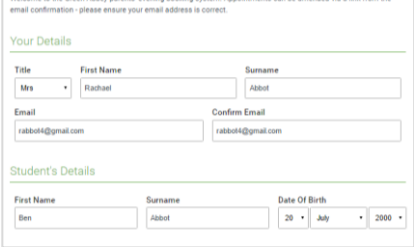

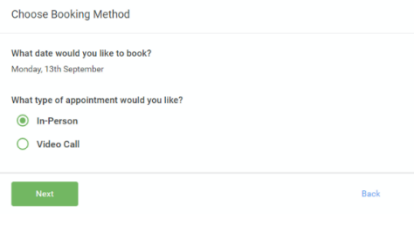
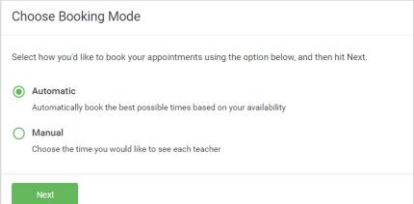
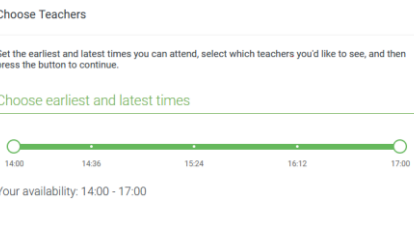


Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>Please note; your child's name is their LEGAL name, not their preferred name.</p>
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed?</p> <p>Click <i>I'm unable to attend</i>.</p>
	<p>Step 3: Select in-person or video</p> <p>When you choose a date that has both in-person and video appointment sessions available you can choose which one you want to book.</p> <p>Then press Next.</p>
	<p>Step 4: Select Booking Mode</p> <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>
	<p>Step 5: Select Availability</p> <p>Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p>

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 6: 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.

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 E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monamara	Andrew	French L4

Accept Appointments

Cancel Appointments

Step 7: 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 8: 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.

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
2 appointments from 16:15 to 16:45

Tuesday, 14th September
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 16:30 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 9: 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.

Other useful information:

- The system syncs with our information management system, and the contact details we hold are those that parents have given on their annual data collection forms. If you have changed job and therefore have a new email address, please ensure this is updated with the school office.
- You may need to check all of your email addresses for the reminder emails; these will be sent to the address you have given as your main email address.
- The reminder emails will only go to the parent contact listed as priority 1. If you wish to request that both parent contacts be listed as priority 1 (for example, due to a change in family circumstances), please contact the school office or your child's teacher.