

Dear Parents/Carers

Parents'/ Carers Meetings In Person Appointments – Location: Crowland Primary School

We would like to invite you to attend our Parents'/ Carers Meetings which will be taking place on **Tuesday 11th July and Wednesday 12th July from 4:00pm – 6:00pm at Crowland Primary School.** This will provide you with the opportunity to discuss your child's progress and achievements this year.

Parents' / Carers Meeting will be taking place face to face at Crowland Primary school but you will be able to book your appointment through a system called 'School Cloud'. This allows you to choose your own appointment times with teachers, subject to availability, and you receive a confirmation email of your appointments.

Appointments can be made from Monday 3rd July at 8:00am and will close on Monday 10th July at 4:30pm. It is important that you book your appointment during this period. Should you wish to make any changes after this date please contact the school office or class teacher.

Please visit <u>https://crowland.schoolcloud.co.uk</u> to book your appointments. A short guide on how to add appointments is included with this letter.

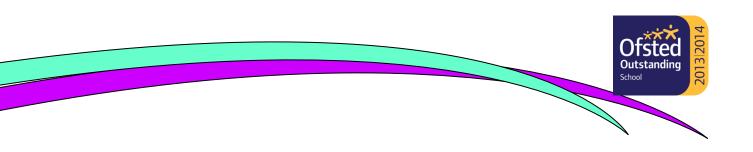
If you do not have access to the internet, please contact the school office so a meeting with the class teacher can be booked on your behalf. For whatever reason you need to arrange a separate appointment, please contact the school office for alternative arrangements.

If you have any other queries before the meeting please contact the front office and we will try to help a far as possible.

We thank you in advance for your co-operation.

Kind regards,

Mrs StavMr WinnardHeadteacherCo-Head / Deputy Head



29th June 2023

Parents' Guide for Booking Appointments

Browse to https://crowland.schoolcloud.co.uk/

Title	First Name	Sumame			
Mrs •	Rachael	Abbot			
Email		Confirm Email			
rabbol4@gmail.com		rabbol4@gmail.com			
itudent's D	etails Surnam	ie Date Of Birth			

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.

September Parents Evening				
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th	Click a date to continue			
September. Note that on the 13th there will be sessions available both in-person and via video call.	Monday, 13th September In-person & video call Open for bookings			
	Tuesday, 14th September In-person Open for bookings			

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.

iele	ct 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
0	Manual
	Choose the time you would like to see each teacher

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.

0110030 10	achers			
	est and latest times yo tton to continue.	u can attend, select whi	ch teachers you'd like to	see, and ther
Choose e	arliest and late	st times		
	•			

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

f there is a teacher you do not i	sh to see, please untick t	hem before you continue.
Ben Abbot		
bennabber		
Mr J Brown	Mrs A Wheeler	
SENCO	Class 11A	

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.

Confirm Appointment Times					
he following appointments have been reserved for two minutes. If you're happy with them, please choose re Accept button at the bottom.					
	Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	EÓ	
17:25	Mrs D Mumford	Ben	Mathematics	M2	
			French	14	

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.

September Parents Evening 2 appointments from 16:15 to 16:45		Tuesday, 14th September In-persor	
🖶 Print	🖍 Amend Bookings	Subscribe to C	alendar
	w parents and teachers to discu he 13th there will be sessions a		e place on 13th and 14th September. 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 cal
	ber Parents Evening		Monday, 13th September

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.