



Crowland Primary School

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www.crowland.haringey.sch.uk

Headteacher: Mrs Stavroulla Stavrinou

9th November 2020

Dear Parents/Carers

Parents' Evening - Online Appointment Booking

We would like to invite you to attend our Parents' Evening that will be taking place on **Tuesday 24th, Wednesday 25th and Thursday 26th November from 4:00pm to 6:00pm**. This will provide you with the opportunity to discuss how your child has settled into school this year, their progress and achievements in school.

This year parents' evening will be taking place through a new online appointment booking 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. The video appointment will take place on the same system.

Appointments can be made from Wednesday 11th November at 8:00am and will close on Monday 23rd November at 4.00pm. **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 <https://crowland.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter. Additionally, a guide on how to attend appointments over video call will be available on the school website.

Please note that the system keeps to an exact timetable so it is important to join your appointment at the designated time. Appointments will be **10 minutes** long and they will automatically be ended once your time slot is over, so please be available at the allocated time. During this trial period we will attempt to share children's work on screen. If this is not attainable we will provide further opportunities for sharing your child's work with you.

If you do not have access to the internet, please contact the school office so a meeting with the class teacher can be arranged via a telephone call instead. Likewise if, for whatever reason, you need to arrange a separate appointment please contact the school office for alternative arrangements.

The move to online video appointments is a major change for many schools under the current guidelines in ensuring maximum safety for all parties. It is a new system that both parents as well as teachers are becoming accustomed to so we would appreciate your patience and co-operation in allowing the school this initial adjustment period.

If you have any 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 Stav
Headteacher



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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March (Open for bookings)
- Friday, 17th March (Open for bookings)

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select 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

Manual
Choose the time you would like to see each teacher

Next

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.

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 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.

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 Monama	Andrew	French	L4

Accept Appointments | Cancel Appointments

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

Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), Mrs A Wheeler (Class 11A (L1))

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00	+		+

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.

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.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
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Mr J Sinclair	Ben	English	E5

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*.