



Headteacher: Mrs Stav Stavrinou

Co-Head: Mr Craig Winnard

15th November 2022

Dear Parents/Carers

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

We would like to invite you to attend our Parents' Meetings which will be taking place on **Tuesday 22nd and Wednesday 23rd November 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' 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 Thursday 17th November at 8:00am and will close on Monday 21st November 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 <https://crowland.schoolcloud.co.uk> 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 as far as possible.

We thank you in advance for your co-operation.

Kind regards,

Mrs Stav
Headteacher

Mr Winnard
Co-Head / Deputy Head



Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rachael@crowland.co.uk), and Confirm Email (rachael@crowland.co.uk). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000).

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.

The screenshot shows a page titled 'September Parents Evening'. It contains a message: '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.' Below this, there are two date options: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). A link 'I'm unable to attend' is also visible.

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*.

The screenshot shows a page titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A 'Next' button is at the bottom.

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.

The screenshot shows a page titled 'Choose Teachers'. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this, there is a 'Choose earliest and latest times' section with a slider. The slider is set from 14:00 to 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

Step 4: Select Availability

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

The screenshot shows a page titled 'Choose Teachers'. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, there is a section for 'Ben Abbot' with two teachers listed: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have green checkmarks indicating they are selected. A 'Continue to Book Appointments' button is at the bottom.

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.

The screenshot shows a page titled 'Confirm Appointment Times'. It says 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this, there is a table with columns: Teacher, Student, Subject, Room. The table contains three rows: 17:10 Mr J Sinclair Ben English E5, 17:25 Mrs D Mumford Ben Mathematics M2, and 17:45 Dr R Monamara Andrew French L4. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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													
<p>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.</p> <table border="1"> <thead> <tr> <th></th> <th>Teacher</th> <th>Student</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>16:15</td> <td>Mr Mark Lubbock</td> <td>Jason Aaron</td> <td>English</td> </tr> <tr> <td>16:30</td> <td>Miss Bina Patel</td> <td>Jason Aaron</td> <td>Religious Education</td> </tr> </tbody> </table>					Teacher	Student	Subject	16:15	Mr Mark Lubbock	Jason Aaron	English	16:30	Miss Bina Patel	Jason Aaron	Religious Education
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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*.