



Crowland Primary School

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Headteacher: Mrs Stavroulla Stavrinou

27<sup>th</sup> July 2022

Dear Parents/Carers

### Parents' Meetings - Online Appointment Booking

We would like to invite you to attend our Parents' Meetings which will be taking place on **Thursday 7<sup>th</sup> and Friday 8<sup>th</sup> July from 4:00pm – 6:00pm**. This will provide you with the opportunity to discuss your child's progress and achievements this year.

Parents' Meeting will be taking place through our 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 29<sup>th</sup> June at 8:00am and will close on Wednesday 6<sup>th</sup> July at 5:00pm. **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.

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.

If you have any 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



# Parents' Guide for Booking Appointments

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

Parents' Guide for Booking Appointments - Please ensure your email address is correct.

**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

## 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 September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September  
In-person & video call  
Open for bookings
- Tuesday, 14th September  
In-person  
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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

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.

**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 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**

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 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	
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			Monday, 13th September
2 appointments from 16:00 to 16:45			Video call
September Parents Evening			Monday, 13th September
2 appointments from 15:00 to 15:45			In-person

## 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*.