

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 7th and Friday 8th 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 29th June at 8:00am and will close on Wednesday 6th 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 <u>https://crowland.schoolcloud.co.uk</u> 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.

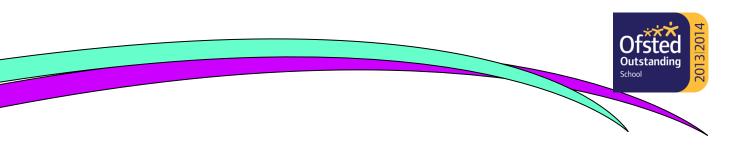
If you do not have access to the internet, please contact the school office so a meeting with the class teacher can be arranged via a telephone call instead. Likewise, if for whatever reason you need to arrange a separate appointment, please contact the school office for alternative arrangements.

If you have any queries before the meeting please contact the front office and we will try to help a 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/

Title	First Name	Surname		
Mrs •	Rachael	Abbot		
Email		Confirm Email		
rabbol4@gmail.com		rabbol4@gmail.com		
Student's De	tails			
First Name	Surname	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.

lele	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.

Step 4:	Select	Availability
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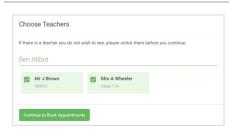
Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose earliest and latest times

Choose Teachers



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



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.

Jontirm A	ppointment Time	S		
	opointments have been rea on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	EÓ
17:25	Mrs D Mumford	Ben	Mathematics	M2
	Dr R Monamara	Andrew	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	
🖶 Print	🖍 Amend Bookings	Subscribe to C	alendar
	v 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
	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video cal
	ber Parents Evening ments from 15:00 to 15:45		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.