



Hillsborough Primary School
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6th March 2025

Dear Parents/Carers,

We are pleased to invite you to attend your child's parents evening for the Spring term. These will take place on **Wednesday 19th March 2025 from 3.30pm to 5.45pm** and **Thursday 20th March 2025 from 3.15pm to 4.30pm** and will be held in person in school. The dates for class Kelham are slightly different to the rest of the school due to Mrs Laing only working the latter part of the week. Meetings will last no longer than 8 minutes and we will need your help to ensure that we stick to the timings so that teachers can make the most of their time with all parents. If you have issues that you feel may take longer to discuss with the class teacher, please make an appointment with them after the parents evening to discuss these at a time that is more suitable to hold those in depth conversations.

Any children who have a SEND review will not need to have a parent's evening appointment. **This is in place of a parents evening appointment and you DO NOT need to book a consultation slot.** If you are unsure about whether this applies to your child, please ask your child's class teacher.

If you would like to attend our parent's evening, please follow the information in the attached guide and book your appointment online through School Cloud. This is the same system we have used for previous parent's evenings. On following the link you will be asked to enter both yours and your child's details. If you have any issues logging on it may be that there is a discrepancy between the information you are inputting and the information we hold on system so please contact the main school office if this happens.

The appointments will be live to book from 8am on Friday 7th March 2025 and the booking system will close on Monday 17th March 2025 at 12.00pm noon. Please click on the link below or at the top of the guide page to make your appointment:

<https://hillsborough.schoolcloud.co.uk/>

If you are worried about any of this information, or have any questions, please do not hesitate to speak to a member of staff.

We look forward to meeting with you.

Yours sincerely

Nicola Wileman
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://hillsborough.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 (rabbot4@gmail.com), and a Confirm Email field. The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (29 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 is a 'Click a date to continue' section with two options: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). There are links for 'Open for bookings' and a link for '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*.

The screenshot shows a 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (Automatically book the best possible times based on your availability) and 'Manual' (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 'Choose Teachers' screen. It asks the user to set the earliest and latest times they can attend. A slider is shown with markers at 14:00, 14:36, 15:24, 16:12, and 17:00. The text below the slider says 'Your availability: 14:00 - 17:00'.

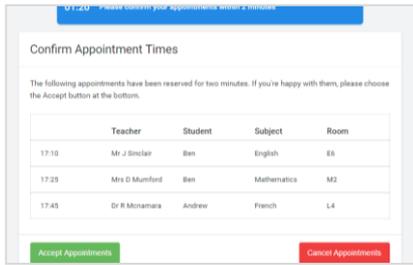
Step 4: Select Availability

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

The screenshot shows a 'Choose Teachers' screen. It asks the user to select which teachers they'd like to see. There are two teachers listed: 'Mr J Brown' (Class 8ENCO) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark next to their names. A 'Continue to Book Appointments' button is at the bottom.

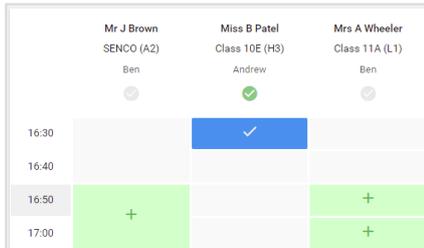
Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



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*.