



Hillsborough Primary School

A Member of Tapton School Academy Trust

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Trust Success Partner: Mr S Burnside Headteacher: Mrs N Wileman
Assistant Headteachers: Mrs J King, Ms T Minnis & Mrs E Kay

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 **Tuesday 18th and Wednesday 19th March 2025 from 3.30pm to 5.45pm** and will be held in person in school. 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/>

email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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.

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 BEND0	☒ Mrs A Wheeler Class 11A
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[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.

U1220 - Please confirm your appointments & future bookings

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	E6
17:25	Mrs G Munford	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*.