



John Clifford School  
 Nether Street  
 Beeston  
 Nottingham  
 NG9 2AT  
 Telephone: 0115 9258057  
 Email: [office@johnclifford.school](mailto:office@johnclifford.school)  
 Headteacher: Hannah Roberts

[FAO Parents and Carers of Buddleia Class](#)

[If you need this letter in a different language please follow this link to access Google Translate; <https://translate.google.com/>](#)

**Parents’ and Carers’ Consultations**

**Tuesday, 5<sup>th</sup> May 2026 and Wednesday, 6<sup>h</sup> May 2026**

Dear Parents/Carers

I am pleased to invite you to our rearranged Spring Term Parents’ and Carers’ Consultations on Tuesday, 5<sup>th</sup> and Wednesday, 6<sup>th</sup> May 2026. Following positive feedback from parents and carers regarding how these meetings are conducted, we will be offering a choice of either a virtual **or** face-to-face meeting with your child’s class teacher. **Tuesday, 5<sup>th</sup> May will be face-to-face meetings in school between 3:40pm-5:00pm, then virtual meetings 5:00pm-6:00pm and Wednesday, 6<sup>th</sup> May will only be face-to-face meetings in school, 3:40pm-6pm.**

The purpose of this meeting will be:

- To discuss the progress that your child is making with their learning since the last parents’ and carers’ consultation.
- To discuss achievements that your child has made as well as targets that they are working on.

Appointments will be nine minutes long and must be attended at the booked time. A guide on how to use the booking system and the video call features which will be used are attached to this letter. If you are unable to make either of these days for an appointment, please log onto the booking system, using the instructions below, and select ‘I’m unable to attend’. This will avoid an appointment being made on your behalf after 12pm, noon on Friday, 1<sup>st</sup> May. Your child’s class teacher will contact you for a follow up conversation via telephone if you are unable to attend.

The timings for each day will run as follows:

| <b>Class</b>  | <b>Tuesday 5<sup>th</sup> May<br/>Face-to-Face</b> | <b>Wednesday 6<sup>th</sup><br/>May<br/>Virtual</b> | <b>Wednesday 6<sup>th</sup> May<br/>Face-to-Face</b> |
|---------------|--|---|--|
| Y5 – Buddleia | 3:40pm-5:00pm                                      | 5:00pm-6:30pm                                       | 3:40pm-6:00pm  |

The system is set up to go live for booking appointments on **Tuesday, 28<sup>h</sup> April at 12pm (noon)**. This will close on **Friday, 1<sup>st</sup> May 12pm (noon)**. Should you wish to make any changes after this date please contact the School Office.





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Please visit <https://johnclifford.parentseveningsystem.co.uk> to book your appointments. Information about how to use the video call function can also be found at <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Login with the following information:

- Parent's First Name
- Parent's Last Name
- Parent's email address registered with the school
- Child's DOB (to distinguish between siblings)

If you require support with this, please contact the School Office on 0115 9258057 who will be happy to add appointments on your behalf.

We look forward to seeing you all.

Yours sincerely

Hannah Roberts  
Headteacher



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## Parents' Guide for Booking Appointments

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

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   | 20 July 2000  |

[Log In](#)

### 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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March  
[Open for bookings](#)
- Friday, 17th March  
[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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Mr J Brown<br>SENCO | <input checked="" type="checkbox"/> Mrs A Wheeler<br>Class 11A |
|---|--|

[Continue to Book Appointments](#)

### Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. 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 Stecker  | Ben     | English     | E6   |
| 17:25 | Mrs D Mumford | Ben     | Mathematics | M2   |
| 17:45 | Dr R Moramara | Andrew  | French      | L4   |

[Accept Appointments](#) [Cancel Appointments](#)

### Step 5a (Automatic): Book Appointments

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 5b).



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|       | Mr J Brown<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|--|--|
| 16:30 |                                 | ✓  |  |
| 16:40 |                                 |  |  |
| 16:50 | +                               |  | +                                      |
| 17:00 |                                 |  | +                                      |

### Step 5b (Manual): 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.

| Teacher       | Student | Subject   | Room |
|---------------|---------|-----------|------|
| Mr J Brown    | Ben     | SENCO     | A2   |
| Miss B Patel  | Andrew  | Class 10E | H3   |
| Mrs A Wheeler | Ben     | Class 11A | L1   |
| Mr J Brown    | Ben     | SENCO     | A2   |
| Miss B Patel  | Andrew  | Class 10E | H3   |
| Mrs A Wheeler | Ben     | Class 11A | L1   |
| Mr J Brown    | Ben     | SENCO     | A2   |
| Miss B Patel  | Andrew  | Class 10E | H3   |
| Mrs A Wheeler | Ben     | Class 11A | L1   |

### Step 6: 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*.