



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

FAO Parents and Carers FS-Y6

Parents' and Carers' Consultations

Tuesday 6th October 2026 and Wednesday, 7th October 2026

Dear Parents/Carers

I am pleased to invite you to our Autumn Term Parents' and Carers' Consultations on Tuesday, 6th and Wednesday, 7th October 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, 6th October will be virtual meetings in between 3:40pm-5:20pm and Wednesday, 7th October will be face-to-face meetings in school, 3:40pm-6pm.*** There are some variations for individual staff that have been factored in below. Please note that all of Miss Howies appointments are face-to-face and you will need to come to school for you appointments. Should you have any queries regarding this then please speak to your child's class teacher.

The purpose of this meeting will be:

- To discuss the progress that your child is making with their learning since returning to school in September;
- 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, 13th March. Your child's class teacher will contact you after the October break for a follow up conversation via telephone if you are unable to attend.

The timings for each day will run as follows:

Class	Tuesday, 6th October Virtual	Wednesday, 7th October Face-to-Face
F1 – Sweet Peas	3:40pm-5:20pm	3:40pm-5:20pm
R – Bluebells	3:40pm-5:20pm	3:40pm-6:00pm
R – Primroses	3:40pm-5:20pm	3:40pm-6:00pm
Y1/2 – Honeysuckle	3:40pm-5:20pm	3:40pm-6:00pm
Y1/2 – Lavender	3:40pm-5:20pm	3:40pm-6:00pm





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Y1/2 – Rosemary	3:40pm-5:20pm	3:40pm-6:00pm
Y3 – Snowdrop	3:40pm-5:20pm	3:40pm-6:00pm
Y3 – Violet	3:40pm-5:20pm	3:40pm-6:00pm
Y4 – Heather	3:00pm-5:00pm (in-person)	3:40pm-6:00pm
Y4 – Clover	3:00pm-5:00pm	3:40pm-6:00pm
Y5 – Buddleia	3:40pm-5:20pm	3:40pm-6:00pm
Y5 – Allium	3:40pm-5:20pm	3:40pm-6:00pm
Y6 – Lupin	3:40pm-5:20pm	3:00pm-6:00pm
Y6 – Foxglove	3:40pm-5:20pm	3:00pm-6:00pm

The system is set up to go live for booking appointments on **Wednesday, 30th September at 12pm (noon)**. This will close on **Monday, 5th October at 12pm (noon)**. Should you wish to make any changes after this date please contact the School Office.

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





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Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs First Name: Rachael Surname: Abbot
Email: rachael4@gmail.com Confirm Email: rachael4@gmail.com
Student's Details
First Name: Ben Surname: Abbot Date Of Birth: 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

☒ Mr J Brown
SENCO

☒ Mrs A Wheeler
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 Sinclair	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 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 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

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*.