



*in God's hands*

# ST. IGNATIUS CATHOLIC PRIMARY

Headteacher: Mr. C.J. Bonner

18 May 2021

Dear Parent / Carer,

## Parent Consultations for Friday 28<sup>th</sup> May - Online Appointment Booking

We would like to invite you to attend our Online Parent Consultation on **Friday 28<sup>th</sup> May 2021**.

It will be similar to the meetings we held in December 2020.

The SchoolCloud software system we used for these meetings has been updated and improved since last time, so we are hopeful that it will be an easy-to-use experience for both parents and staff.

The system allows you to choose your own appointment times with teachers, and an interpreter, should you need one. You will then receive an email confirming your appointments.

We would like these meetings to be a positive opportunity for your child to remain at the centre of the conversation with their teacher and you, as their parent, supporting them to celebrate their learning and set targets for their next steps. If your child cannot be present at these meetings, it will still be a good opportunity for parent and teacher to discuss your child's learning experiences.

We will involve your child in creating a Learning Agreement which they will have with them to share with you during the meeting or will bring home to give you before the meeting, if it is not possible for them to join the meeting.

In order to allow all parents to make an appointment, the meetings will be set from **8.30am to 5.30pm**

As all the teachers and support staff will be booked up for the whole day to allow all parents to be involved in these discussions, there will be **no school on this day**.

Appointments can be made from **Friday 21<sup>st</sup> May at 9am**.

Please visit <https://stignatiuscatholic.schoolcloud.co.uk/> to book your appointments.

(Please see the short 6-step guide below this letter on how to book appointments)

Please contact the school office on **0208 800 2771** if you:

- are unable to make a booking because *your details are not accepted to make an appointment*
- do not have access to the internet
- wish to make any changes to your booking
- would like the office to set up an appointment for you.

Our staff look forward to meeting with you to discuss your child's learning and progress.

Yours sincerely,

*C J Bonner*

C J Bonner

Head Teacher

# Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rab004@gmail.com, Confirm Email: rab004@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Registration Class: 11A

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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	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).

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

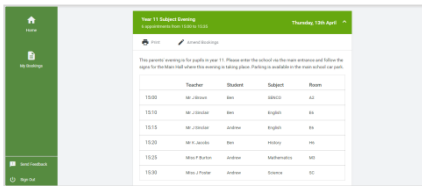
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

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.



The screenshot shows a web page titled "Year 11 Subject Evening" for Thursday, 12th April. Below the title is a table with the following data:

Time	Teacher	Student	Subject	Room
16:00	Mr Johnson	Ben	Art	101
16:15	Mr Johnson	Ben	English	101
16:30	Mr Johnson	Andrew	English	101
16:45	Mr Johnson	Ben	History	101
17:00	Mr Johnson	Andrew	Mathematics	101
17:15	Mr Johnson	Andrew	Science	101

## 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*.