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March 13th 2023

Dear Parent/Carer

Year 7 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Year 7 Parents' Evening on Thursday 30th March, between 5pm and 8pm. Parents' Evening appointments will be held virtually using SchoolCloud, the online Parents' Evening system we introduced last academic year. The system allows you to schedule your own Parents' Evening appointments and attend appointments via video call.

Appointments can be made from 8am on Thursday 16th March.

Please visit https://thekingsway.schoolcloud.co.uk/ to book your appointments. Login with the following information:

- Parent Title
- Parent Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

A guide about how to login and book appointments is included overleaf.

An online guide, including a video about how to login, book appointments and manage the video appointments can be viewed here: -

https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

Please note that all appointments are strictly limited to 5 minutes duration. After the five minutes have elapsed, the video call will automatically end so that all appointments keep to time. A countdown clock will appear on your screen so that you know how much time remains.

If you do not have access to the internet, please contact the Year team who will be able to discuss arranging telephone calls with teachers.

Yours sincerely Mr R. Knott, Acting Headteacher





Parents' Guide for Booking Appointments

Browse to https://thekingsway.schoolcloud.co.uk/



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.



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.



Step 3: Select Booking Mode

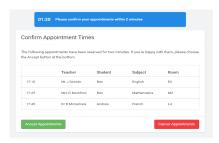
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.



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.



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).



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.



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.