

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/>

**Parents' Evening System**  
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the 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	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"/> <b>Mr J Brown</b> SENCO	<input checked="" type="checkbox"/> <b>Mrs A Wheeler</b> Class 11A
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[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.

**01:20** Please confirm your appointments within 2 minutes

**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	E5
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 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.

Green Abbey School

Year 11 Bookings Summary

Thursday, 19th April

This page lists all bookings for the year 11. Please check the subject and the room allocation and follow the signs for the lesson that appear after clicking on the booking. Booking is available for one school year only.

Time	Teacher	Subject	Subject	Room
15:00	Mr Johnson	Maths	Maths	61
15:15	Mr Johnson	Maths	English	61
15:30	Mr Johnson	Maths	English	61
15:45	Mr Johnson	Maths	English	61
15:00	Miss Brown	Maths	English	61
15:15	Miss Brown	Maths	Mathematics	61
15:30	Miss Brown	Maths	Science	61

## 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*.