

The Kingsway School Foxland Road, Gatley, Cheadle, SK8 4QX 0161 428 7706 office@kingsway.stockport.sch.uk www.kingsway.stockport.sch.uk

February 20th 2023

Dear Parent/Carer

# Year 8 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Year 8 Parents' Evening on Thursday 9th 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 23rd February.

Please visit <u>https://thekingsway.schoolcloud.co.uk/</u> 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: -

• <u>https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-o</u> <u>ver-video-call</u>

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



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## **Parents' Guide for Booking Appointments**

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

'our Deta	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		
rabbol4@gr	nail.com	rabbol4@gmail.com
rabbot4@gr Student's First Name		

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	Click a date to continue:	
your child's teacher. Hease enter the school via the main entrance and sign in at reception.	Thursday, 16th March Open for bookings	>
	Friday, 17th March Open for bookings	>
	I'm unable to attend	

Choose Booking Mode

# Click on the date you wish to book. Unable to make all of the dates listed? Click I'm unable to attend.

Sel	ect how you'd like to book you	r appointments using the optior	below, and then hit Next.
۲	Automatic Automatically book the best p	ossible times based on your availa	ibility
0	Manual Choose the time you would lik	e to see each teacher	
	Next		
Cł	noose Teachers		
	here is a teacher you do not w en Abbot	ish to see, please untick them b	fore you continue.
	Mr J Brown SENCO	Class 11A	

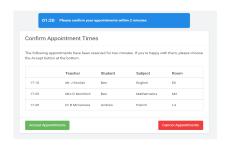
# Step 3: Select Booking Mode

Step 2: Select Parents' Evening

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.

Green Abbey	School						
<u>.</u>	Vear 11 Subj	ect Evening I have 1500 to 1533		ne	nday, 120 April 🗠		
	• ***	/ scattering					
Ne anter		This parentic evening is for papels is year 13. Please noise for solved via the main enterous and follow the super for the Main Hall edges this evening is taking please. Purking is available in the main solucid car park.					
		Teacher	Student	Subject	Room		
	15.00	Michigan.	6en	90900	42		
	19.10	NR a Similar	6en	English	06		
	19.19	NR 2 Sinclar	Antrae	English	66		
	19.28	Intri Carrolin	fan .	Fintery	16		
Derf Fredbank	18.28	Islas Filterion	Anime	Mathematics	M3		
the period	18.00	Islan J Funker	Antese	lainen .	80		

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.