

Headteacher Ms A. Fowler

**The Kingsway School**

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19th February 2024

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 7th March, between 5pm and 8pm.

Parents' Evening appointments will be held virtually using SchoolCloud, the online Parents' Evening system. The system allows you to schedule your own Parents' Evening appointments and attend appointments via video call.

Appointments can be made from 8am on Monday 19th February.

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.

Please ensure the school has your current email address. 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



Mrs. A. Fowler  
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

Mr

Rachael

Abbot

Email

rabbot4@gmail.com

Confirm Email

rabbot4@gmail.com

Student's Details

First Name

Surname

Date Of Birth

Ben

Abbot

20

July

2000

Login

## 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.

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 Mwanamwamba	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

+

✓

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+

+

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## 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

View 11 Subject Evening

Appointment Bookings

Thursday, 16th April

Print

Cancel Bookings

This appointment booking is for pupils in year 11. Please ensure the school can be seen when you arrive and follow the signs to the school and enter the morning or afternoon. Parking is available in the main school car park.

Teacher	Student	Subject	Room
16:00 Mr J Brown	Ben	SENCO	A2
16:10 Mr J Brown	Ben	English	E5
16:20 Dr D Mumford	Ben	Mathematics	M2
16:30 Mr A Wheeler	Ben	French	L4
16:40 Mrs A Wheeler	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	French	L4

## 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*.