

Parents' Guide for Booking Appointments

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

Your Details
Title: Mr First Name: Michael Surname: JONES
Email: michaeljones@gmail.com Confirm Email: michaeljones@gmail.com

Student's Details
First Name: Ben Surname: Abbot Date Of Birth: 28 Aug 2008

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 the dates listed? Click *I am 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 would like the system to suggest the shortest possible appointment schedule based on the times, you are 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 unclick them before you continue.
Ben Abbot
 Mr J Brown Class Y6
 Mrs A Wheeler Class Y1A

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 would like to book appointments with. A green tick indicates they are 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 Brown	Ben	English	1W
Mrs D Matherfield	Ben	Mathematics	ME
Dr R Mowatana	Abigail	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you would see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it was not 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 SENDCO (A2) Bam	Miss B Patel Class 10E (HD) Andrew	Mrs A Wheeler Class 11A (L1) Bam
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 click *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand. Once you are 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*.

Watch the video here about video calls

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:

iPhone/iPad: Safari Note: there is a known issue joining video calls using iOS 14.2.

Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))

Mac: Safari, Chrome or Firefox

Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.