



Barrowby Church of England Primary School

11th March 2022

Dear Parent/Carer

Parent/Teacher Consultations Online Appointment Booking

I would like to invite you to attend one of our re-scheduled 'virtual' Parent/Teacher Consultations with Mrs Selby on Monday 21st March or Wednesday 23rd March 2022 from 4.00pm until 6.00pm.

As you know, the school has introduced a new intuitive and easy to use online appointment booking system, through School Cloud. This allows you to choose your own appointment times with your child's class teachers. Once chosen you will receive an email confirming your appointments, with a link to join the video meeting.

When making your booking if you would like to invite another parent/guardian to join your appointment go to **My Bookings** then **Invite Parent/Guardian** and follow the prompts. This functions enable parents who may be in two different places to join the same meeting.

Parents simply access the system on the day of their Parent/Teacher Consultation, preferably 5 minutes before the start time of the meeting and press the *Join Video Appointments* button at the top of their screen.

All meetings will be scheduled for 10 minute appointments: 8 minute meeting with a 2 minute transition and preparation period, before the next meeting starts. The School Cloud system shows a timer for parents to view when in engaged in the meeting and will automatically close the meeting once the time limit has been reached.

Booking for appointments is now open, and booking will close on Friday 18th March 2022 at 4.00pm.

Please visit <https://barrowbyce.schoolcloud.co.uk/> to book your appointments. Please see the short guide on how to add appointments which is included with this letter. Login with the following information:

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

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Mr L Batey
Head teacher



Parents' Guide for Booking Appointments

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

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](#)

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 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 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 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 mo-

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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel 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.

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,

Teacher	Student	Subject	Room	
16:00	Mr J Brown	Ben	SENCO	A2
16:10	Mr J Brown	Ben	English	A2
16:15	Mr J Brown	Andrew	English	A2
16:20	Mr J Brown	Ben	History	A2
16:25	Miss B Patel	Andrew	Mathematics	H3
16:30	Miss B Patel	Andrew	Science	H3

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.