



## Barrowby Church of England Primary School

11th February 2022

Dear Parent/Carer

### Parent/Teacher Consultations Online Appointment Booking

Unfortunately, due to the increase in COVID cases within school, I have taken the decision to offer virtual Parent/Teacher Consultations in March 2022.

To that end I would like to invite you to attend one of our 'virtual' Parent/Teacher Consultations on Wednesday 2nd or Thursday 3rd March 2022 from 3.50pm until 6.50pm.

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.

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 Tuesday 1st March 2022.

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



Artsmark  
Gold Award  
Awarded by Arts  
Council England



# 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	10E11	10E
16:10	Mr J Brown	Ben	English	10E
16:15	Mr J Brown	Andrew	English	10E
16:20	Mr J Brown	Ben	History	10E
16:25	Miss B Patel	Andrew	Mathematics	10E
16:30	Miss B Patel	Andrew	Science	10E

## 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.