



## Barrowby Church of England Primary School

February 2022

Dear Parent/Carer

### SEND Review Meetings

I would like to invite you to attend one of our SEND Review meetings on Thursday 10th March 2022.

This year all appointments will be held 'virtually.' To support this, 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 SEND Review Meeting, **5 minutes before** the start time of the meeting and press the **Join Video Appointments** button at the top of their screen.

**The meetings will be scheduled to start at 3.30pm.** All meetings will be allocated into 10 minute blocks. Each appointment will comprise of a 2 minute transition, to allow teachers to prepare and then an 8 minute meeting with the teacher.

The School Cloud system shows a timer for parents to view when engaged in the meeting and will automatically close the meeting once the 8 minutes has finished.

It is important that parents ensure they attend these meetings, at their reserved times so you and the teacher can review your child's SEND Support Plan. Teachers are able to see which parents have logged in and are ready to start the meeting, prior to the meeting starting.

Parents will receive an envelope next Wednesday, 9th February brought home by their child, consisting of their child/ren(s) previous SEND Support Plan and the proposed plan so parents can review in readiness for the meeting, on the next day-Thursday 10th February 2022.

Appointments can be made from Wednesday 2nd February at 4.00 pm and booking will close on Wednesday 9th February 2022.

Should you wish to make any changes after this date please contact the school office.

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

It is important that we continue to support all our children and especially those with identified SEND needs. By attending these meetings, our parents have the opportunity to discuss their child/ren(s) progress against their last SEND plan, review the new proposed targets as well as discuss how they are managing at school. A truly valuable opportunity. Please contact the school office if you have any difficulties making your appointments.

Yours sincerely,

Mr L Batey-Head teacher





# Barrowby Church of England Primary School

## Parents' Guide for Booking Appointments

### Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

### Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 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](#)

### 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.

### 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 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).





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	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, press *click here* to finish the booking process.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Miss B Patel	Andrew	Class 10E	H3
Mrs A Wheeler	Ben	Class 11A	L1
Mr J Brown	Ben	English	1A
Miss B Patel	Andrew	English	1A
Mr J Brown	Ben	History	1A
Mrs A Wheeler	Ben	Mathematics	1A
Mrs A Wheeler	Ben	Science	1A

## 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*.



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