

April 2021

Dear Parents/Carers

**Year 7 Parents' Evening – Wednesday 5 May 2021 4.30pm - 7.00pm**

Our Year 7 parents' evening will be held remotely on Wednesday 5 May, with appointments available between 4.30pm and 7.00pm. This will be an important opportunity to discuss your child's progress and appointments will be available with your child's subject teachers.

We are using School Cloud to host our parents' evening. Please follow this link to book your appointments and then to join the video calls on the evening itself:

<https://caldew.schoolcloud.co.uk/>

Appointments must be booked in advance in order to schedule the video calls for the virtual parents' evening. Bookings open at 9am on Wednesday 28 April and close at 12pm on Wednesday 5 May. A guide to the School Cloud booking and video call platform is enclosed.

If you do not have reliable access to a device for the evening, please contact us to make alternative arrangements by emailing [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk).

Yours faithfully

*Y Nordon*

Miss Yvonne Nordon  
Assistant Headteacher  
[Yvonne.Nordon@caldew.cumbria.sch.uk](mailto:Yvonne.Nordon@caldew.cumbria.sch.uk)

# Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: raboot4@gmail.com, Confirm Email: raboot4@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

Miss B Patel  
Class 10E

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 Monnans	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)), Miss B Patel (Class 10E (H3)), Mrs A Wheeler (Class 11A (L1))

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.

My Bookings

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monnans	Andrew	French	L4

Print

## 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*.