

Dear Parents/Carers

## Year 8 Parents' Evening - Wednesday 30 June 2021 4.30pm - 7.00pm

Our Year 8 parents' evening will be held remotely on Wednesday 30 June, with appointments available between 4.30pm and 7.00pm. This will be an important opportunity to discuss your child's progress and support them as they plan the next steps in their lives. Appointments are 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 23 June and close at 12pm on Wednesday 30 June. 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 <a href="mailto:office@caldew.cumbria.sch.uk">office@caldew.cumbria.sch.uk</a>.

Yours faithfully

Y Nordon

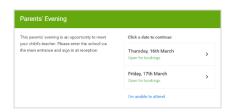
Miss Yvonne Nordon Assistant Headteacher Yvonne.Nordon@caldew.cumbria.sch.uk



### 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.



### 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.



## **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.



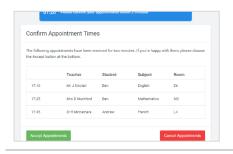
#### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



### **Step 5: Choose Teachers**

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 6: Book Appointments (Automatic)

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 7: 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.



#### Step 8: 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.