



11 April 2022



Dear Parent/Carer,

Y7 Online Performance Review Evening - Appointment Booking for Video Calls

I would like to invite you to attend our Online 'School Cloud' Y7 Parents Evening, 4 – 6.30pm on Thursday 28th April 2022. This is an extremely important evening and provides you with an opportunity to discuss your son/daughter's progress, targets for the future and attitude to learning.

We introduced this new and easy to use School Cloud platform, online video call and appointment booking system, last year. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **3pm on Monday 25th April 2022 and will close on Thursday 28th April 2022 at 3.00pm**. Then you will just need to log on to our dedicated dashboard from 4pm on Thursday 28th April 2022 where you will be able to speak, via video call to the teachers of your son/daughter regarding their current attainment. Please note that appointments and video calls can be made on your mobile phone. You do not require a laptop/computer.

Please visit <https://childwall.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

Login with the following information:

- Parental salutation, first name and surname (using the **primary contact** we have on the school system, it must be exactly the same)
- Student's First Name, Surname and Date of Birth (as it is on the school registration system)

If you have any issues with logging on please contact: ICT.SUPPORTTeam@childwallssa.org

For pastoral or welfare concerns please contact:

a.webb@childwallssa.org (Head of Year 7)

j.backhouse@childwallssa.org (Head of KS 3)

For issues regarding SEND: e.wylie@childwallssa.org or k.mcshane@childwallssa.org

Yours sincerely

Mr J. Backhouse
Head of Key Stage 3

Parents' Guide for Booking Appointments

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

WARNING: For your safety, please ensure your email address is correct.

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

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September
In-person & video call
[Open for bookings](#)
- Tuesday, 14th September
In-person
[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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 | 14:36 | 15:24 | 16:12 | 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

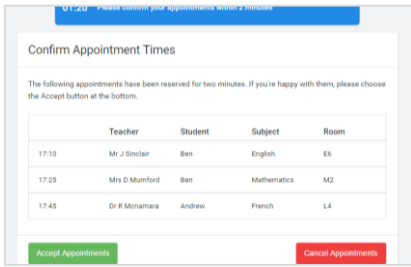
Ben Abbot

- Mr J Brown**
BEMCO
- Mrs A Wheeler**
Class 11A

[Continue to Book Appointments](#)

Step 5: Choose Teachers

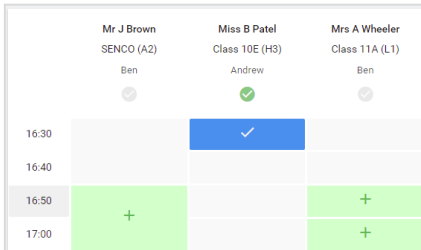
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.

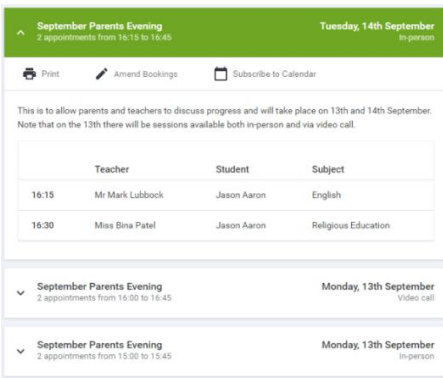
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



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*.

For assistance making your video calls use the following link;

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-ca>