

ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

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Cranham Drive
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Monday 12th October

Re: Parents' meetings

Dear Parents/Carers,

Hope you are all keeping well. Apologies for the delay in getting this information out to you – we have been experiencing some technical issues. As you will be aware, we are unfortunately unable to carry out this term's parent consultations in the usual face-to-face manner. As a result, this year, we will hold parent consultations virtually through a system called School Cloud, where you will be able to book your preferred meeting time and carry out a virtual meeting with the class teacher.

Please see the parents' guide for booking appointments below.

Please go to this link to book and for your meeting:
<https://scpce.schoolcloud.co.uk/>

Meetings will be strictly 10 minutes as always and will provide an opportunity for you to discuss your child's progress and view some examples of work virtually. Each class has an allocated day for their parents' meetings, where the class teacher is available to meet with you at an agreed time between 8.30am and 6pm (please note that this is a change from the previously advertised timings and days).

Please note that to book your meeting, you will be required to provide your name, and email address, along with your child's name and date of birth. I know that some parents/carers may prefer a telephone call instead of a virtual meeting and this, too, is absolutely fine. If you would prefer a phone call instead, please book your slot using School Cloud and then mention in your child's comments section that you would prefer a telephone call.

If you have something specific that you would like to discuss with your child's class teacher, you may prefer to arrange a time outside of the parent consultation to discuss this due to the 10 minute limit. Please dojo the class teacher in the first instance to arrange this.



To book in your virtual meeting with your child's class teacher, please follow the attached parent guide below. You will receive an email confirmation once this has been done to verify your appointment. If you have any problems, please contact us and we will endeavour to help.

Parent Consultation Day	Times available	Class/Teacher	How to sign up
Monday 19 th October	8.30am – 6pm	Reception/Miss Bendall	Parents/carers to sign up using School Cloud for a virtual meeting or phone call.
Monday 19 th October	8.30am – 6pm	Year 3/ Mrs Dobson and Mr Ridd	
Tuesday 20 th October	8.30am – 6pm	Year 5/ Mrs Harvey	
Tuesday 20 th October	8.30am – 6pm	Year 4/ Mrs Medway	
Wednesday 21 st October	8.30am – 6pm	Year 2/ Miss Davies	
Thursday 22 nd October	8.30am – 6pm	Year 6/ Miss Legg	
Thursday 22 nd October	8.30am – 6pm	Year 1/ Miss Lester and Mrs Ives	

If you are unable to attend on the day provided, please contact your child's class teacher to arrange a suitable time to meet.

We hope that this new system will prove successful in allowing us to meet and discuss how your child has settled back in to school this term.

Kind regards,

Steph Jenkins
Headteacher



Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs | First Name: Rachel | 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' Consultations

Click on the date you wish to book.

Unable to make the date 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 Monama	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) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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.

Step 6: Finished

Thank you for booking

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English
16:40	Miss B Patel	Andrew	Mathematics
16:50	Mrs A Wheeler	Ben	French
17:00	Mr J Brown	Ben	English
17:10	Miss B Patel	Andrew	Mathematics
17:25	Mrs A Wheeler	Ben	French

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*.

