

ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

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Cranham Drive

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Thursday 7th October 2021

Parents' Consultations

Dear Parents/Carers,

It has been a fantastic start to the new academic year here at St Chad's and I would like to invite you into school for a face to face parent consultation with your child's class teacher(s).

Last year, as a result of Covid-19, we weren't able to hold face to face consultations but instead we had to use a system called School Cloud to hold our meetings. This year, we will be using School Cloud as the booking system in which you are able to book your preferred meeting time, but **we will be holding the parent consultations in school.**

Please follow this link to book your parent consultation:

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

The parent consultations will be taking place on the following dates:

Parent Consultation Day	Times available	Year Groups	How to sign up
Tuesday 19 th October	4:30pm – 7pm	Reception Year 1	Parents/carers to book a face to face parents' consultation using School Cloud.
Wednesday 20 th October	4pm – 6pm	Year 3 Year 4 Year 5 Year 6	



For parents of children in Year 2, the face to face parents' consultations will be taking place on Monday 8th November from 1pm – 6pm. Please make sure that you still book a consultation using School Cloud.

As always, the parent consultations this year will continue to be **strictly 10 minutes** and will provide an opportunity for you to discuss your child's progress and view some examples of class work that has been completed. 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 do contact the class teacher in the first instance to arrange this.

To book your face to face consultation 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. 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. If you have any problems, please contact us and we will endeavour to help.

If you are unable to attend on the day provided, please contact your child's class teacher to arrange a suitable time to meet. Please do not attend if you have symptoms of Covid-19. We would appreciate it if you could take a Lateral Flow test prior to attending, as the staff continue to do, to ensure that we protect the whole school community.

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

Kind regards,

James Ridd
Deputy Headteacher



Parents' Guide for Booking Appointments

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

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.

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.

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)

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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monama	Andrew	French	L4

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input 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.



Teacher	Subject	Room
1510	15-10-14	1510
1511	15-10-14	1511
1512	15-10-14	1512
1513	15-10-14	1513
1514	15-10-14	1514
1515	15-10-14	1515
1516	15-10-14	1516
1517	15-10-14	1517

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*.

