



ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

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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
Wednesday 20 th October	4pm – 6pm	Year 3 Year 4 Year 5 Year 6	face parents' consultation using School Cloud.



















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 dojo 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/



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' Consultations

Click on the date you wish to book.

Unable to make the date listed? Click I'm unable to attend.





Step 3: Select Booking Mode

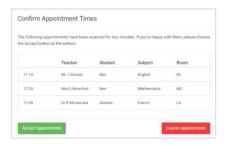
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: 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.



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).













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

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.













