

## ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

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Thursday 5<sup>th</sup> October 2023

### Parents' Consultations

Dear Parents/Carers,

The children have had a fantastic first few weeks of the academic year here at St Chad's and we would like to invite you into school for a parents' consultation with your child's teacher.

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

Parent Consultation Day	Times available	How to sign up
Tuesday 17 <sup>th</sup> October 2023	4pm – 7pm	Parents/carers to book a face to face parents' consultation using School Cloud.
Wednesday 18 <sup>th</sup> October 2023	4pm – 6pm	

Please follow this link to book your parent consultation: <https://scpce.schoolcloud.co.uk/>

As always, the parent consultations 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 across the curriculum. 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.

The parent consultations will be taking place in your child's class. If your child is in KS2, curriculum books will be available to be viewed within the school hall, prior to your appointment. If your child is in KS1, curriculum books can be found outside of your child's classroom in their tray. Reception books will be available to be seen within the Reception classroom.

We hope that this system will prove successful in allowing us to discuss how your child has been getting on within the first few weeks of the academic year so far.

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.



Teacher	Student	Subject	Event
Mr. Jackson	Ben	English	55
Ms. Blackwell	Ben	Mathematics	55
Mr. Thompson	Andrew	French	55

## 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 (AZ)	Miss B Patel Class 10E (HS)	Mrs A Wheeler Class 11A (L1)
	Sen	Andre	Sen
16:30		✓	
16:40			
16:50	+		+
17:00			+

### 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*.

