

ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

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Monday 29th January 2024

Parents' Consultations

Dear Parents/Carers,

The children have had a fantastic first half 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	Which classes	How to sign up
Tuesday 6 th February 2024	9am – 11:30am	EYFS	Parents/carers to book a face to face parents' consultation using School Cloud.
Tuesday 6 th February 2024	4pm – 6pm	All Classes	
Wednesday 7 th February 2024	4pm – 7pm	Year 1 - 6	

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 have 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 do so 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 completed 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 you.

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

Kind regards,

James Ridd
Deputy Headteacher



Parents' Guide for Booking Appointments

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



User Details

First Name: [text box] Surname: [text box]
 Email: [text box] Student Email: [text box]
 Password: [text box] Confirm Password: [text box]
 Student's Details
 First Name: [text box] Surname: [text box] Date of Birth: [date picker]
 [Log In] button

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 page is used to select your preferred date and time for your child's appointment. Please enter the school's name and login details.

Click a date to continue:
 Thursday 19th March
 Friday 20th March
 No dates to select

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 options below and then click Next.

☒ **Automatic**
 Automatically book your appointments based on your availability.

☐ **Manual**
 Choose the times you would like to book with each teacher.

[Next] button

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

Please select a teacher you'd like to book with. To de-select, click the teacher's name.

Only 10 slots

☒ Mr. A. Brown
☒ Ms. B. White
☐ Mr. C. Green
☐ Ms. D. Black

[Book Appointment] button

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 created for you. If you're happy with these please click the Accept button at the bottom.

Teacher	Student	Subject	Event
Mr. A. Brown	Ben	English	10
Ms. B. White	Ben	Mathematics	10
Mr. C. Green	Ben	Science	10

[Accept Appointment] button [Reject Appointment] button

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) Anirudh	Mrs A Wheeler Class 11A (L1) Ben
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*.