



14th January 2021

Year 9 Consultation Evening - Online Appointment Booking

As-salaamu-alaikum Dear Parents/Carers,

I would like to invite you to attend our Year 9 Consultation Evening on **Thursday 21st January**. This is an important evening and provides you with an opportunity to discuss your daughters progress with her subject tutors.

We have invested in a new, easy to use online appointment booking system. It allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from **Friday 15th January from 12:00pm** onwards. You will be able to select the subject teacher and choose a time. The evening is running between **4.30pm and 6.30pm**, appointment slots are **5 minutes** long and run precisely to the scheduled time slots. Please be aware that booking closes on **Tuesday 19th January at 9pm**. No further appointments can be arranged after this.

Please note it may not be possible to get appointments with certain members of staff who teach multiple groups. There are any concerns with the progress of your daughter in a particular subject where you have been unable to get an appointment, please contact the SSO for Year 9, Miss Anjum.

Please visit <https://feversham.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

Instructions for the evening can be found at <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you have any further queries or are unable to access the online booking system, please do not hesitate to contact the school office.

Yours sincerely

Mrs S Mohsin
Assistant Principal

Feversham Academy, Cliffe Road, Undercliffe, Bradford, BD3 0LT.
Tel: 01274 559500 Fax: 01274 559509 Email: office@fa.fetrust.org.uk www: <http://feversham-academy.fetrust.org.uk/>
Principal: Sajida Muneer



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Parents' Guide for Booking Appointments

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

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

Step 1: Login

Fill out the details on the page then click the *Log In* button. Please note the information you enter needs to match what we have on our database of student records. 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' Evening

Click on the date you wish to book. Unable to make all of the dates 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

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	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	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			
16:40			
16:50			
17:00			

Appointment grid showing time slots (16:30-17:00) and teacher availability. A blue checkmark is visible in the 16:30 slot for Miss B Patel.

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.

View 11 Selected Bookings

Thankyou 1000 Appointments

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO
15:15	Mr J Brown	Ben	SENCO
15:30	Mr J Brown	Ben	SENCO
15:45	Mr J Brown	Ben	SENCO
16:00	Mr J Brown	Ben	SENCO

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*.