12th October 2021

Year 7 Consultation Evening - Online Appointment Booking

Dear Parents/Carers,

Assalaamu-alaikum. I would like to invite you to attend our Year 7 Consultation Evening on **Wednesday 20th October**. This is an important evening and provides you with an opportunity to discuss your daughter's progress with her form tutor.

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.

Appointments can be made from **Tuesday 12th October from 4:00pm** onwards. You will be able to select the form tutor and choose a time. The evening is running between **4.00pm and 6.00pm**, appointment slots are **5 minutes** long and run precisely to the scheduled time slots. Please be aware that booking closes on **Tuesday 19th October at 6.00pm**. No further appointments can be arranged after this.

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

Parents' Guide for Booking Appointments

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

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.

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*.

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*.