



Wednesday 30th March, 2022

**Year 10 Parents' Evening - Wednesday 4th May, 2022**

Dear Parents / Guardians,

I would like to invite you to attend the Year 10 Parents' Evening, details are as follows:

**Date:** Wednesday 4th May, 2022

**Time:** 3.50pm - 6.30pm [please book appointments, see below]

**Venue:** Virtually, via School Cloud

The evening aims to provide you with an opportunity to meet virtually with your child's subject teachers, discuss their progress, and ask any curriculum based questions that you may have. A reminder that this is a subject based parents' evening, for any general queries please contact your child's Head of House as normal.

We will use the same online package that proved to be a success last year to ensure this event can go ahead. A key part of making this successful for yourselves is the booking system. Attached to this letter are instructions for you on how to book your appointments.

Due to demand we ask that each parent initially only books in with a maximum of 5 teachers. We will then open up all remaining appointments 3 days prior to the parents' evening.

Parents are able to book appointments from 9am on **Wednesday 30th March** until midday on **Tuesday 3rd May 2022**.

Please remember that if you would like to book appointments over the five allocated slots to check availability on **Friday 29th April**. You can do this by selecting 'Amend Bookings', and then the teachers you wish to book with.

If you have any queries please do not hesitate to get in touch using the pastoral email addresses below.

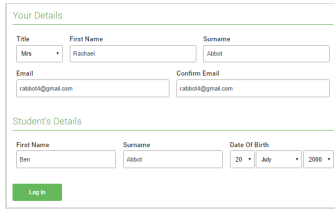
St Bernadette	St Catherine Labouré	St John Fisher	St Therese
<a href="mailto:s_stbqueries@stthomasmore.org.uk">s_stbqueries@stthomasmore.org.uk</a>	<a href="mailto:s_stclqueries@stthomasmore.org.uk">s_stclqueries@stthomasmore.org.uk</a>	<a href="mailto:s_stjfqueries@stthomasmore.org.uk">s_stjfqueries@stthomasmore.org.uk</a>	<a href="mailto:s_sttqueries@stthomasmore.org.uk">s_sttqueries@stthomasmore.org.uk</a>

Yours sincerely,

Mrs J Turner  
**Deputy Headteacher**

# Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Facebook, Surname: Abbott

Email: rabbot@gmail.com, Confirm Email: rabbot@gmail.com

Student's Details

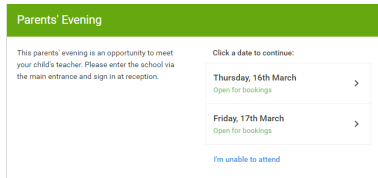
First Name: Ben, Surname: Abbott, Date Of Birth: 20 July 2000

Log In

## 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 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

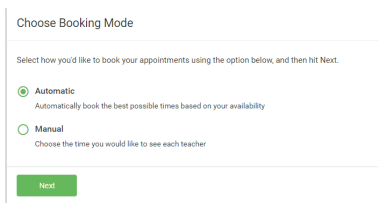
Friday, 17th March  
Open for bookings

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

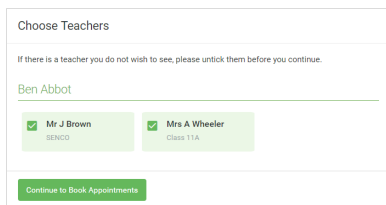
Manual  
Choose the time you would like to see each teacher

Next

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the next available appointment based on the times you're available to attend. To pick the appointment time yourself, 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 Abbott

Mr J Brown  
SENCO

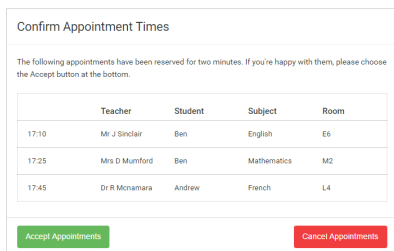
Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## Step 4: Choose Teachers

If you choose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teacher you'd like to book an appointment 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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R McNamara	Andrew	French	L4

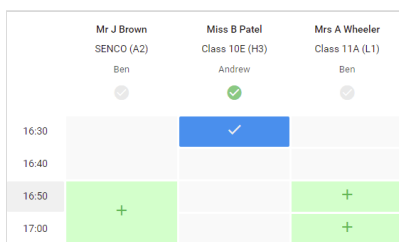
Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you choose the automatic booking mode, you'll see a provisional appointment which is held for 2 minutes. To keep this, choose Accept at the bottom left.

If it isn't possible to book an appropriate appointment during the times you are able to attend, you can 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			+

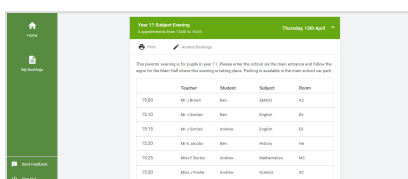
## Step 5b (Manual): Book Appointments

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 your appointment, at the top of the page in the alert box, press [click here](#) to finish the booking process.



My Bookings

View 11 Appointments

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R McNamara	Andrew	French	L4
Mr J Brown	Ben	English	E6
Mrs A Wheeler	Ben	History	H4
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Andrew	Science	SC

## Step 6: Finished

Your booking will 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 appointment, click on *Amend Bookings*.