We look forward to welcoming parents/carers to our parents' evenings. This is a chance to come in and meet your child's teachers and discuss progress in each of their subjects.

Appointments can be in-person or online via video call.

Please check our Facebook and Newsletters throughout the year for updates on the evening for your child's year group.

# Parents' Guide for Booking Appointments

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

Title First Name		Sun		urname		
Mrs	Rachael	Rachael		Abbot		
Email			Confirm 8	mail		
rabbot4@gmail.com			rabbot4@gmail.com			
itudent's   First Name	Details	Sumame		Date Of Birth		

#### 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.

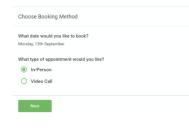
#### eptember Parents Evening

and teachers to discuss lace on 13th and 14th	Click a date to continue		
ere will be sessions and via video call.	Monday, 13th September In-person & video call Open for bookings		
	Tuesday, 14th September In-person 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.



# Step 3: Select in-person or video

When you choose a date that has both in-person and video appointment sessions available you can choose which one you want to book.

Then press Next.

Ch	oose Booking Mode
Sele	ct how you'd like to book your appointments using the option below, and then hit Next.
۲	Automatic Automatically book the best possible times based on your availability
0	Manual Choose the time you would like to see each teacher
	Next

# Step 4: 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					
	est and latest times yo ton to continue.	ou can attend, select whi	ch teachers you'd like to	see, and then	
Choose e	arliest and late	st times			
0	•	•	•	0	
14:00	14:36	15:24	16:12	17:00	

# Step 5: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



#### Step 6: Choose Teachers

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					
	ppointments have been re- on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose	
	Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6	
17:25	Mrs D Mumford	Ben	Mathematics	M2	
17:45	Dr R Monamara	Andrew	French	L4	

# Step 7: Book Appointments (Automatic)

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.

	Mr J Brown	Miss B Patel	Mrs A Wheeler
	SENCO (A2)	Class 10E (H3)	Class 11A (L1)
	Ben	Andrew	Ben
		0	
16:30		~	
16:40			
16:50			+
17:00	Ŧ		+

#### **Step 8: 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.

	ber Parents Evening ments from 16:15 to 16:45		Tuesday, 14th September In-persor
🖶 Print	Amend Bookings	Subscribe to C	alendar
	w parents and teachers to disc he 13th there will be sessions		e place on 13th and 14th September. and via video call.
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video cal

#### Step 9: 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.