

Bushes Primary School & ELC Class

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September 2022



Parents' Evening Wednesday 12th October

Dear Parent/Carer,

On Wednesday 12th October, there will be the opportunity for you to attend our first in person parents' evening since October 2019. To support this process, we are continuing to use the online booking system we used for the video calls we held in March this year. As part of this system, parents and carers need to book their own appointments online. The process of doing this is very simple and detailed instructions are included **overleaf**.

Appointments can be made from today and will close on Tuesday 11th October. Should you wish to make any changes after this date please contact the school office. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf. Appointments are available between 3.15pm and 8.45pm for children in the school and 3.15pm and 4.45pm for children in the ELC Class.

Please visit <https://bushes.schoolcloud.co.uk> to book your appointments. Login with the following information:

- First name and surname of **main contact** listed with the school (name listed when annual data forms were completed)
- First name, surname and date of birth of your child
- You will be asked to provide an email address to which the link to the video call will be sent.

When booking, you will see the name of a teacher / keyworker has been allocated to your child's class/group. Please note that each appointment will last for 10 minutes.

We are very much looking forward to meeting with you in person.

Kindest Regards



Craig McCrorie
Head Teacher



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.

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: Select Availability

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

Step 5: 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.

	Teacher	Student	Subject	Room
11:00	Mr J Bost	Ben	English	101
11:00	Mrs A Wheeler	Ben	Mathematics	101
11:00	Mr J Bost	Ben	English	101

Step 6: 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.





Step 7: 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.

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 8: 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*.

