

## Parents' Evening Wednesday 6<sup>th</sup> March

Dear Parent/Carer,

On Wednesday 6<sup>th</sup> March, there will be the opportunity for you to attend your child's second parents' evening of the school session. To support this process, we are continuing to use the online booking system we used last session. 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 5<sup>th</sup> March. 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

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.

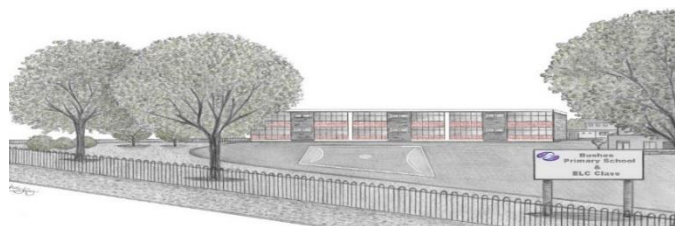
We are very much looking forward to meeting with you in person.

Kindest Regards



Craig McCrorie

Head Teacher



Please ensure you have correctly entered your booking details. If you have not received an email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

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

### 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.

### September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

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*.

### 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

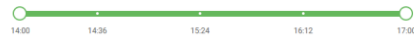
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

### Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

#### Choose earliest and latest times



Your availability: 14:00 - 17:00

### Step 4: Select Availability

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

### 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 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.

01:20 Please confirm your appointments below & choose

**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	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

### 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.



Director of Children's Services: Janie O'Neill

Council Headquarters, Renfrewshire House, Cotton Street, Paisley PA1 1TZ

Website: [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

	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 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.

September Parents Evening		Tuesday, 14th September	
2 appointments from 16:15 to 16:45		in person	
Print	Amend Bookings	Subscribe to Calendar	
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
Teacher	Student	Subject	
16:15 Mr Mark Lubbock	Jason Aaron	English	
16:30 Miss Bina Patel	Jason Aaron	Religious Education	
September Parents Evening	Monday, 13th September		Video call
2 appointments from 16:00 to 16:45			
September Parents Evening	Monday, 13th September		in person
2 appointments from 15:00 to 15:45			

## 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*.

