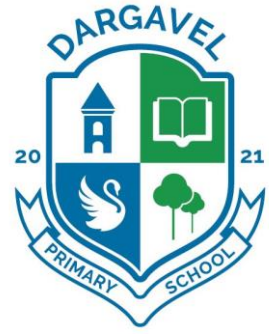


Dargavel Primary School

Arrochar Drive, Bishopton, PA7 5HP
0300 300 1481

Email: dargavelenquiries@renfrewshire.gov.uk

Head Teacher: Gerry Carlton



13th October 2022

Dear Parent/Carer,

Pupil Progress Meetings

We would like to invite you and your child to attend a Pupil Progress meeting on Wednesday 9th November between 3.15pm and 5.45pm or Thursday 10th November between 5.30pm and 8pm. These meetings will be held in school and will provide you and your child with an opportunity to discuss learning, wellbeing and to set targets for the term ahead.

In last week's newsletter there was a survey which allowed parents/carers to indicate their preferred date and time. You will notice that the times have changed slightly, however, we have taken note of the survey results and are offering both afternoon and evening appointments to meet the circumstances of all families. Apologies, if this has caused any confusion.

Parents/carers should now use the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We used this system last session and it proved to be very successful.

The booking system will be open from 14th October at 8.30am and will close on 1st November at 4pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://dargavel.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) To log in you will require the information shown in the screenshot overleaf.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Gerry Carlton
Head Teacher

Dargavel Primary School

Arrochar Drive, Bishopton, PA7 5HP
0300 300 1481

Email: dargavelenquiries@renfrewshire.gov.uk

Head Teacher: Gerry Carlton



Dargavel Primary School

SchoolCloud

Welcome to the Dargavel Primary School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	1 v	January v	2010 v

Log In

Parents' Guide for Booking Appointments

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

WELCOME TO THE DARGAVEL PRIMARY EVENING BOOKING SYSTEM. Appointments can be attended the week before the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

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

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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

14:00 14:36 15:24 16:12 17:00

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

<input checked="" type="checkbox"/> Mr M Smith English

[Add a Teacher](#)

[Add Another Child](#)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

Click on *Add a Teacher* to choose which teachers you wish to make a booking for.
To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

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.

	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. 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.

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
2 appointments from 16:00 to 16:45 Video call

September Parents Evening Monday, 13th September
2 appointments from 15:00 to 15:45 In-person

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*.