



Ref: Parents' Evening 2022V2

### Virtual Parents' Evenings 2022

Dear parents and carers,

During the Spring term, we will hold our annual parents' evenings. As stated in the first letter, this event has now moved to online due to a change in COVID restrictions. Parents and carers will be able to book **5-minute virtual appointments\*** with subject staff by following the link below and completing the booking process during your allotted window.

As normal, **Subject staff** will be **available between 4-7pm** to speak about how your child is progressing in their subject area.

Virtual Parents' Evening dates by year group:	Appointments will be available to book from:
<b>Y6 Parents Evening 4- 7pm Thursday 13<sup>th</sup> January 2022</b>	<b>w/b Monday 3<sup>rd</sup> January 2022</b>
<b>Y5 Parents Evening 4 - 7pm Thursday 27<sup>th</sup> January 2022</b>	<b>w/b Monday 17<sup>th</sup> January 2022</b>
<b>Y8 Parents Evening 4-7pm Wednesday 9<sup>th</sup> February 2022</b>	<b>w/b Monday 1<sup>st</sup> February 2022</b>
<b>Y7 Parents Evening 4-7pm Thursday 3<sup>rd</sup> March 2022</b>	<b>w/b Monday 14<sup>th</sup> February 2022</b>

*\*Due to a change in COVID restrictions, ALL appointments will now take place via video calls at <https://PenkMiddle.schoolcloud.co.uk>.*

To book, please visit the following link <https://PenkMiddle.schoolcloud.co.uk>. Appointments will be available to book online from the dates stated above. Should the same teacher teach your son/daughter for multiple lessons please do not book more than 10 minutes worth of appointments.

A handy guide for parents follows this letter and the school office are always on hand should you require any further assistance when booking.

We hope you again enjoy the online system and we look forward to speaking with you.

Yours faithfully,

**Mr R Cole**

**Assistant Headteacher**



## Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

### 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.

The screenshot shows a green header 'Parents' Evening'. Below it, a message states: '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.' To the right, under 'Click a date to continue:', there are two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. At the bottom, there is a link '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*.

The screenshot shows a 'Choose Booking Mode' screen. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

### 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**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

#### Step 4: Choose Teachers

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

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**

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 Murnford	Ben	Mathematics	M2
17:45 Dr R Mtsamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

#### Step 5a (Automatic): Book Appointments

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 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

**My Bookings**

Teacher	Student	Subject	Room
16:50 Mr Sinclair	Ben	English	E6
17:10 Mr Sinclair	Ben	English	E6
17:25 Mrs Murnford	Ben	Mathematics	M2
17:45 Dr Mtsamara	Andrew	French	L4
17:50 Mr Sinclair	Ben	English	E6
18:00 Mr Sinclair	Ben	English	E6
18:10 Mr Sinclair	Ben	English	E6

#### Step 6: 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](#).