

Monday 21<sup>st</sup> June

Dear Parents/Carers

**Parents Evening Tuesday 29<sup>th</sup> June 4pm - 7pm**

As numbers of positive COVID cases are still high in our area we have decided to hold parents evening for Years 1 – 6 virtually by video call. We have invested in a new system 'School Cloud' which is very easy to use, allowing you to choose your appointment times with the teachers. Obviously with all new initiatives, particularly online, there may be some glitches; please be patient with us and contact us if you are having difficulties. The booking system is open today until next Monday; please book early in case there are any issues.

Please visit <https://shol.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 need your full name and your child's full name and date of birth. We have set it up to recognise contact 1 and 2 from the contacts we hold for you. If these are not up to date it will not work.

Please make contact should you require any assistance.

Yours sincerely



M Mountcastle

# Parents' Guide for Booking Appointments

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

Welcome to the 'Green Hoosey Parents' Evening Booking System'. Appointments can be entered via a link from the email confirmation - please ensure your email address is correct.

Your Details

|                   |            |                   |
|-------------------|------------|-------------------|
| Title             | First Name | Surname           |
| Mrs               | Rachael    | Abbot             |
| Email             |            | Confirm Email     |
| rabbot4@gmail.com |            | 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.

Parents' Evening

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.

Click a date to continue:

- Thursday, 16th March  
[Open for bookings](#)
- Friday, 17th March  
[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

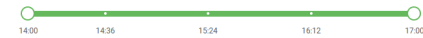
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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 within 2 minutes

#### 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 McNamara | 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<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>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.

| Teacher       | Student | Subject     | Room |
|---------------|---------|-------------|------|
| Mr J Brown    | Ben     | English     | 10   |
| Miss B Patel  | Andrew  | English     | 10   |
| Miss B Patel  | Andrew  | Mathematics | 10   |
| Mrs A Wheeler | Ben     | Science     | 10   |

## 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*.