

## Autumn Parents' Evening – Wednesday 6<sup>th</sup> December

Dear Parents/Carers,

Our next parents evening will take place on Wednesday 6<sup>th</sup> December - 3.30pm until 6:30pm.

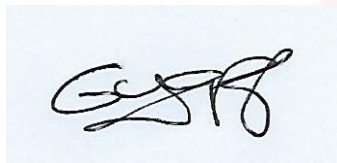
All appointments need to be booked through School Cloud, please click [here](#) to do so. Bookings will open at 9am on Wednesday 29<sup>th</sup> December. At the end of this letter is a parent's guide on how to log in and book appointments.

If you would like to speak to Mrs Goodwin (Special Educational Needs Co-ordinator) about your child, she will be available for drop-in sessions from 5.00pm until 6:30pm.

If you have more than one child in school, you only need to log on once with one child's details and you will be able to book for all of them.

We look forward to speaking to everyone.

Regards

A handwritten signature in black ink, appearing to read "Miss Yapp", on a light blue rectangular background.

Miss Yapp

**Headteacher**

# Parents' Guide for Booking Appointments

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

Welcome to the Green Hill Methodist School Booking System. Appointments can be terminated via email from the email confirmation - please ensure your email address is correct.

### Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rat604@gmail.com	rat604@gmail.com

### Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	29 July 2008

## 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 Method

What date would you like to book?  
Monday, 13th September

What type of appointment would you like?

☒ In-Person

☐ Video Call

[Next](#) [Back](#)

## Step 3: Select in-person or video

When you choose a date that has both in-person and video appointment sessions available you can choose which one you want to book.

Then press Next.

### 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 4: 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 5: 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 J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class T1A
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[Continue to Book Appointments](#)

## Step 6: 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.

**U120 - 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 Monnema	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 7: 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 8: 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 9: 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*.