



*St Francis of Assisi
Church of England Primary School*

"Live, love and learn together in the light of Christ."

End of Week Nursery Virtual Parent Consultations 24th November and 8th December 2021
Online Appointment Booking and Information for Access

Friday 29th October, 2021

Dear Parents/Carers,

I would like to invite you to make an appointment to attend a **virtual** Parent Consultations where appointments will be available with your child's class teacher with the online appointment booking and video link system 'SchoolCloud'. The system allows you to log on and select an appointment time over two evening periods – 24th November or 8th December. Appointment times are 6 minutes in length and will take place via the website link. Once you have booked an appointment, you should receive a confirmation email from SchoolCloud and should log onto the system in time for your meeting. SchoolCloud will allow two parents to join the same appointment from separate devices. To do this, one parent makes the appointments, and then invites the other parent to join.

The booking system will be open to parents from 16:00 on 15th November until 16:00 on 22nd November; the booking window begins outside of office hours as we appreciate that many parents would be unable to access the system straight away if it opened during a working day. If your email address does not work when you log in, it may be because we have stored the Priority 1 email address rather than the one you are entering or because you have not given us permission to share your details. Please contact the school office if you cannot attend any of these appointment times, I will be happy to discuss your personal circumstances.

The SchoolCloud system manages the transitions between video calls by indicating progress through the time allocation; at the end of the appointment slot, the system moves the teacher on to their next video call automatically. It manages the appointments automatically during the parents' evening, so it is important that both parent and teacher are in place at the beginning of the call and that we make optimal use of the time available. You will therefore need to ensure:

- that you are logged in and ready for the meeting to commence a short while in advance of the start time of your appointment;
- that you are understanding of the fact that each meeting will end automatically, which is outside of the teacher's control but ensures that we can run the evening effectively.

As a parent, you will need to visit the website 'SchoolCloud' at <https://stfrancisoa.schoolcloud.co.uk> to book your appointment. (A short guide on how to add appointments is included with this letter.)

Please login with the following information:

Child's First Name:

Child's Surname:

Child's Date of Birth

If you do not have access to the internet or have any difficulties, please contact the school office or email me and we will be happy to support you and find the best way forward.

Kind regards.

Louise Probets

(Head Teacher)

St Francis of Assisi Primary School

SchoolCloud

Welcome to the St Francis of Assisi 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

Email Confirm Email

Student's Details

First Name Surname Date of Birth

Log In

W: www.stfrancis.dalesmat.org **E:** admin@stfrancispri.dalesmat.org **T:** 01642 769942

St Francis of Assisi C of E Primary School | Lowfields Avenue | Ingleby Barwick | Stockton-on-Tees | TS17 5GA

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Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs First Name: Rachael Surname: Abbott

Email: rachael@stfrancisoa.co.uk Confirm Email: rachael@stfrancisoa.co.uk

Student's Details

First Name: Ben Surname: Abbott Date Of Birth: 28 - 06 - 2009

Log In

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

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

Ben Abbott

Mr J Brown
Miss B Patel

Mrs A Wheeler
Class 11A

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
Mr J Brown	Ben	English	E1
Miss B Patel	Ben	Mathematics	M2
Mrs A Wheeler	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 (H2)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

16:30

16:40

16:50

17:00

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.

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
Mr J Brown	Ben	English	E1
Miss B Patel	Ben	Mathematics	M2
Mrs A Wheeler	Andrew	French	L4

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*.