



*St Francis of Assisi
Church of England Primary School*

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

Virtual Parent Consultations – week beginning 28th March 2022
Online Appointment Booking and Information for Access

Friday 11th March 2022

Dear Parents/Carers,

I would like to invite you to make an appointment to attend a **face-to-face** Parent Consultation where appointments will be available with your child's class teacher in your child's classroom. You will need to make a booking via the online appointment booking system 'SchoolCloud'. The system allows you to log on and select an appointment time over two evening periods. Appointment times are every 10 minutes. Once you have booked an appointment, you should receive a confirmation email from SchoolCloud and come to school on the allocated day and time for the meeting.

The booking system will be open to parents from 17:30 on Friday 11th March until 17:00 on Friday 25th March; 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 appointments are held over a number of days and times due to staff availability. The days and times are as follows:

Monday 28th March – all staff available from Y1-Y6 from 3 p.m.- 6 p.m.

Tuesday 29th March – Y1, Y3, Y5 staff available from 3.30-6 p.m.

Wednesday 30th March – Y4, Y6 staff available from 3.30-6 p.m.

Thursday 31st March – Y2 staff available from 3.30-6 p.m.

Friday 1st April – Y4 JL available from 3.30-6 p.m.

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 Proberts

(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/>

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.

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*.

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.

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.

Teacher	Student	Subject	Room
17:10 Mr J Brown	Ben	English	E1
17:25 Mrs A Wheeler	Ben	Mathematics	M2
17:40 Dr B Morrison	Andrew	French	L4

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).

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.

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*.