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10<sup>th</sup> March 2021

Dear Parents and Carers,



**Parents' Evening Online Consultations – Booking Appointments  
Reception – Year 6  
Week Commencing: 22<sup>nd</sup> March 2021**

Following the successful introduction of School Cloud, as our platform for parent's evenings last term, and positive feedback from parents, we will be using School Cloud again for this term's parents' evening meetings.

We believe it is a more convenient system than what we have used before, enabling parents to set appointments with teachers and manage bookings online. School Cloud is a website platform and thus can be accessed from all iPhone and Android phones, iPads, and tablets, as well as laptops and desktop devices. School Cloud offers us the ability to hold video calls with parents. This means you can have meetings with teachers at a place and time convenient to you.

We intend to continue to hold video calls with parents until DfE guidance supports parents being able to come into school to meet face to face. As school has only recently reopened to all children, it is intended that these parents' evening meetings will, for this term, replace written progress reports. This platform offers an efficient, and in-depth approach in helping us to share information and data about your children's progress and development, in a timely manner.

We do, however, recognise that not everyone may be able to access the online system to make appointments; in this instance, please contact the school office or email [annevans@avalon-school.co.uk](mailto:annevans@avalon-school.co.uk) who will be able to make appointments for you.

Consultation slots are 10 minutes to enable staff to speak to as many parents as possible. We require parents and staff to limit discussions to the allocated time to ensure that other parents' appointments are not compromised. Using the new video call system, the 10-minute slot will be automatically in place so calls will end at this point. Timers can be seen on your screen, so you are able to communicate your messages to staff during the allocated time.

If you have a concern that requires a lengthier conversation, we request that you contact the school office to arrange for an appointment at a separate time.

If you are unable to attend the evening or to book an appointment, please email the school office to discuss.





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Parents' Evening Consultation appointments will take place on the following dates and should be booked accordingly:

Reception	Monday 22 <sup>nd</sup> March 2021
Year 1	Monday 22 <sup>nd</sup> March 2021 Tuesday 23 <sup>rd</sup> March 2021
Year 2	Monday 22 <sup>nd</sup> March 2021
Year 3	Tuesday 23 <sup>rd</sup> March 2021 Wednesday 24 <sup>th</sup> March 2021
Year 4	Tuesday 23 <sup>rd</sup> March 2021 Wednesday 24 <sup>th</sup> March 2021
Year 5	Wednesday 24 <sup>th</sup> March 2021
Year 6	Thursday 25 <sup>th</sup> March 2021

Appointments can be made from Friday 12<sup>th</sup> March from 4pm and will close on Thursday 18<sup>th</sup> March at 4pm. Should you wish to make any changes after this date please contact the school office or [annevans@avalon-school.co.uk](mailto:annevans@avalon-school.co.uk)

Please visit <https://avalon.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

**Parents should Login with the following information:**

- To login you will need to enter your own name, your email and your child's name, date of Birth.
- Parents should log in separately for each child where there is more than one sibling.
- Parents will receive an email confirming all appointment bookings made.

Please note that only one appointment per child can be made, with the exception for separated parents, who will be able to make individual appointments.

Yours sincerely,

Mrs J Callaway  
Headteacher







# Parents' Guide for Booking Appointments

Browse to  
<https://avalon.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.

## 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.  
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.

## 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*.