



Parents' Guide for Booking Appointments



Google Chrome is the best browser to use with School Cloud
Browse to <https://avalon.schoolcloud.co.uk/>

Personal details are used to create your account and to send you appointment reminders. If you have an email preference, please check your email address to confirm.

Details

Title: First Name: Surname:
 Address: Postcode:
 Email: Confirm Email:

Child's Details

First Name: Surname: Date Of Birth:

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 set time slots 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

Tuesday, 14th September
In-person

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 slot you'd like to see each teacher

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

14:00 14:36 15:24 16:12 17:00

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 uncheck them before you continue

Rev Abbot

Mr J Brown
 Mrs A Wheeler

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.

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 Brown	Ben	English	Et
17:25	Miss B Patel	Ben	Mathematics	M2
17:45	Dr P Monahan	Andrew	History	L1

[Accept Appointments](#) [Reject 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 SENCO (A2) Eec	Miss B Patel Class 10E (H3) And.e.v	Mrs A Wheeler Class 11A (L1) 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.

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, 12th September

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 12th and 13th September. Note that on the 12th there will be sessions available both in-person and via video call.

Teacher	Students	Subject
Mr Mark Liddell	Jason Khan	English
Miss Bina Patel	Jason Khan	Subject Education

September Parents Evening 2 appointments from 16:00 to 16:15 Monday, 12th September

September Parents Evening 2 appointments from 16:15 to 16:30 Monday, 12th September

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*.