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26th February 2024

Dear Parents and Carers,



Parents' Evening In-Person Consultations Nursery to Year 6 – Week Commencing 25th March 2024

Parent Evening Consultation Meetings will be held in-person in your child's classroom with their teacher/key worker. Parents/Carers will receive their child's progress report prior to their parent consultation meeting and have the opportunity to see their child's work.

We will again be using the School Cloud website for parents to set appointments with teachers/key workers 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.

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 who will be able to make appointments for you.

Consultation meeting will be set to 10 minutes slots however if you have any concerns that require a lengthier conversation, we request that you contact the school office to arrange 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.

The appointment booking system will open on Monday 26th February from 4pm and will close at 4pm on Monday 18th March. Should you wish to make any changes after this date please contact the school office or 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). Please note that Google Chrome is the most reliable browser to use to access the School Cloud booking system.

Parents should logon with the following information:

- To log in you will need to enter your own name, your email and your child's name and 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 check junk mail if not received).



AVALON SCHOOL EDUCATIONAL TRUST Registered Charity N° 1088050



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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.

Parents' Evening Consultation appointments will take place on the following dates:

Class	Teacher / Key Worker	Dates & Times Appointments Available
Nursery	Jackie Duffy Mandy Elliott Helen Malloy Lucy Hunt	Monday 25 th March from 4pm Tuesday 26 th March from 4pm Tuesday 26 th March from 4pm Wednesday 27 th March from 4pm
Pre-School	Julie Bache Jo Rice Alison Prandle	Monday 25 th March from 4pm Tuesday 26 th March from 4pm Wednesday 27 th March from 4pm
Reception	Miss Hardy	Monday 25 th March from 4pm
Year 1	Mrs Parkins	Monday 25 th March from 4pm
Year 2	Mrs Roberts	Tuesday 26 th March from 4pm
Year 3	Miss Harrington	Tuesday 26 th March from 4pm
Year 4	Mrs Cody (Miss Robertson)	Monday 25 th March from 3.30pm
Year 5	Mr Ashton & Mrs Kililiku	Monday 25 th March from 3.30pm
Year 6	Mrs Kililiku & Mr Ashton	Tuesday 26 th March from 3pm & Wednesday 27 th March from 4pm

Yours sincerely

Mrs J Callaway
Headteacher



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Parents' Guide for Booking Appointments



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

Your Details

Title: Mrs First Name: Rachel Surname: Abbot

Email: rabbot@gmail.com Confirm Email: rabbot@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 29 July 2009

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 someone 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 you would 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 untick them before you continue.

Ben Abbot

☒ Mr J Brown ☒ Mrs A Wheeler

Continue to Book Appointments

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. Smith	Ben	English	E6
17:25	Ms D. Williams	Ben	Mathematics	M2
17:40	Dr R. Martinez	Andrew	French	L4

Accept Appointment **Cancel Appointment**

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) Ben	Miss B Patel Class 10E (H3) Andrew	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, 14th September

Print **Amend Bookings** **Subscribe to Calendar**

Time 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 Lubbeck	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

▼ **September Parents Evening** 2 appointments from 16:15 to 16:45 Monday, 13th September (16:15-16:45)

▼ **September Parents Evening** 2 appointments from 16:15 to 16:45 Monday, 13th September (16:15-16:45)

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**.