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Telephone: 0151 625 6993 E-mail: Schooloffice@avalon-school.co.uk

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).





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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
	Jackie Duffy	Monday 25 th March from 4pm
Nursery	Mandy Elliott	Tuesday 26th March from 4pm
	Helen Malloy	Tuesday 26th March from 4pm
	Lucy Hunt	Wednesday 27 th March from 4pm
	Julie Bache	Monday 25 th March from 4pm
Pre-School	Jo Rice	Tuesday 26 th March from 4pm
	Alison Prandle	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

















Parents' Guide for Booking schoolcloud **Appointments**





Google Chrome is the best browser to use with School Cloud 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.

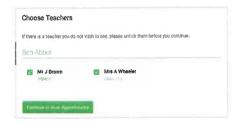
Then press Next.

We recommend choosing the automatic booking mode when browsing on a mobile device.



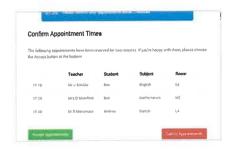
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



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.



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.



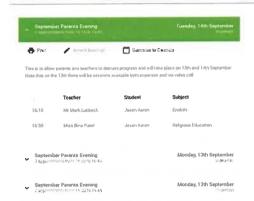
Step 7: Book Appointments

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.



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.