

12th January 2021

Year 9 Consultation Evening - Online Appointment Booking

As-salaamu-alaikum Dear Parents/Carers,

I would like to invite you to attend our Year 9 Consultation Evening on **Thursday 20th January**. This is an important evening and provides you with an opportunity to discuss your daughters progress with her subject teachers.

We have invested in a new, easy to use online appointment booking system. It allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **Thursday 13th January from 12:00pm** onwards. You will be able to select the subject teacher and choose a time. The evening is running between **4.00pm and 6.00pm**, appointment slots are **5 minutes** long and run precisely to the scheduled time slots. Please be aware that booking closes on **Wednesday 19th January at 9.00pm**. No further appointments can be arranged after this.

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

Instructions for the evening can be found at <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please ensure you are entering the correct details for yourself and your daughter when making the bookings on the system. You will need to make sure all spellings of names are the same as we hold on record at school.

If you have any further queries or are unable to access the online booking system, please do not hesitate to contact the school office.

Yours sincerely



Mrs S Mohsin
Assistant Principal



FEVERSHAM GIRLS' ACADEMY
SECONDARY

Feversham Education Trust Family

Parents' Guide for Booking Appointments

Browse to <https://feversham.schoolcloud.co.uk/>

Your Details

Title: Ms, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. Please note the information you enter needs to match what we have on our database of student records. A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

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

Next

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.

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Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

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.

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 Sinclair	Ben	English E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monamara	Andrew	French L4

[Accept Appointments](#) [Cancel Appointments](#)

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).

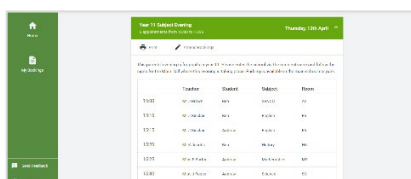
	Mr J Brown SENCO (A2)	Miss D Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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*.