

Thursday 17th June 2021

Dear Parent/carer

Yr7 Online Parents' Evening 4:45 -7:30pm – Information on how to book an Online Appointment.

I would like to invite you to attend our online Parents' Evening on Monday 5th July. This is an important evening and provides you with an opportunity to meet your child's subject teachers.

The easy to use online appointment booking system allows you to choose your own appointment times with child's subject teachers. You will receive an email confirming your appointments. Some teachers teach more than one group therefore appointments will be on a first come first served basis. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 18th June at 9:00am and will close on Monday 5th July at 4pm.

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

Login with the following information:

Student's First Name
Student's Surname
Date of Birth

The system will only allow **one** user to book appointments therefore; this invite has been sent to one parental contact on SIMS. On the evening, the system will only allow **one** log in under the account created.

Please note:

- On the evening, you simply log back into the web address and your meetings will appear automatically. You will have five minutes with each teacher. A countdown of remaining time will be clearly visible to you and the teacher and the meeting will terminate automatically and move you to your next appointment. It is essential you are on time for your appointment slot as it cannot be re arranged.

When you have booked your appointments, you will receive a confirmation email with a link, which will enable you to go online and speak with your child's teachers on Monday 5th July.

If you do not have access to the internet, please contact the school office.

Yours sincerely



H Reeves
Headteacher

P.T.O

Parents' Guide for Booking Appointments

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

Please confirm that the email address you have entered is correct. If you have entered an incorrect email address, you will not receive the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs 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

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.

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.

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** SENDO

☒ **Mrs A Wheeler** Class 11A

[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.

01:20 Please confirm your appointments within 2 minutes

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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel 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) 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.

01:20 My Bookings

View 11 Bookings

The parent meeting is for a girl in year 11. Please note the school has forecast absence and follow the request for support with booking in during your time as available to the parent and support.

	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Mr J Brown	Ben	English	E6
16:50	Mr J Brown	Ben	English	E6
17:00	Mr J Brown	Ben	English	E6
17:10	Mr J Brown	Ben	English	E6
17:20	Mr J Brown	Ben	English	E6
17:30	Mr J Brown	Ben	English	E6
17:40	Mr J Brown	Ben	English	E6
17:50	Mr J Brown	Ben	English	E6
18:00	Mr J Brown	Ben	English	E6

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*.