



# Nether Stowe School

Headteacher: Mr G Langston-Jones  
St Chad's Road  
Lichfield, Staffordshire  
WS13 7NB  
Tel: 01543 263446 & 263487

4<sup>th</sup> October 2021

## Year 7 Settling-in Evening: 14<sup>th</sup> October

Dear parent or carer,

As you may be aware, the majority of our parents' evenings will now be taking place via online video call. This provides a great deal of much needed flexibility and convenience for parents. Further information regarding online parents' evenings will be provided prior to each of the calendared evenings.

### Arrangements for the Year 7 Setting-In Evening

We are, however, aware that parents of Year 7 pupils have had little or no opportunity to visit the school, or to meet key members of staff who work closely with their child.

Therefore, the Year 7 settling-in evening (3:30pm to 4:30pm on 14<sup>th</sup> October) evening will remain an in-person, face-to-face event in school.

Please remember that the purpose of the settling-in evening is to meet with your child's form tutor only. The Year 7 academic parents' evening, when you will meet with specific subject teachers, is held later in the year.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

**Appointments can be made from 5:00pm on 7th Oct and will close at 5:00pm on Wednesday 13th October.**

Please visit <https://netherstowe.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is also included with this letter. You are able to login with the following information:

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

If you do not have access to the internet or a smart phone, please contact the school office who will be happy to add appointments on your behalf.

Yours faithfully,

**Mr G Langston-Jones**  
Headteacher

Email: [office@netherstowe.com](mailto:office@netherstowe.com) Website: [www.netherstowe.com](http://www.netherstowe.com) Twitter: [@netherstowe](https://twitter.com/netherstowe)



NETHER STOWE  
SCHOOL

Anti Bullying  
Pledge School



THE SUTTON PARK  
TEACHING SCHOOL ALLIANCE



# Parents' Guide for Booking Appointments

Go to <https://netherstowe.schoolcloud.co.uk/>

A link is also available via the 'Parents' menu on the school homepage

PERSONAL TO THE SHERIFF HOBBY PARTNER 'ENDING BOOKING SYSTEM'. APPOINTMENTS CAN BE ENTERED VIA THE BOOK YOURS OR email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbo4@gmail.com Confirm Email: rabbo4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 200

## 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 sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September  
In-person & video call  
[Open for bookings](#)
- Tuesday, 14th September  
In-person  
[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 press the button to continue.

**Choose earliest and latest times**

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

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 (SENCO)

Mrs A Wheeler (Class 1.1A)

[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.

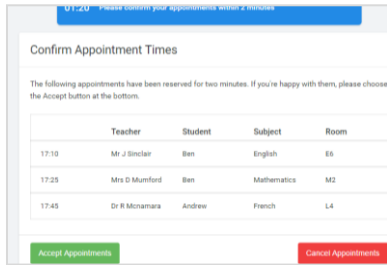
Email: [office@netherstowe.com](mailto:office@netherstowe.com) Website: [www.netherstowe.com](http://www.netherstowe.com) Twitter: [@netherstowe](https://twitter.com/netherstowe)



NETHER STOWE SCHOOL

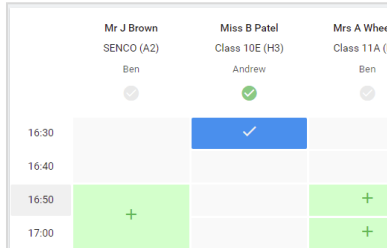
Anti Bullying Pledge School





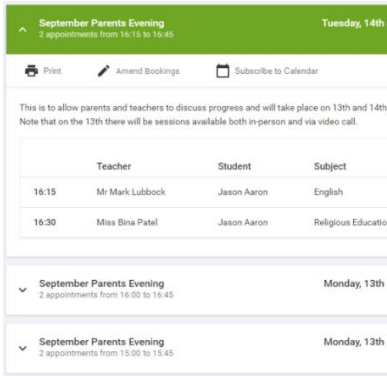
### Step 6: Book Appointments (Automatic)

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*.

Email: [office@netherstowe.com](mailto:office@netherstowe.com) Website: [www.netherstowe.com](http://www.netherstowe.com) Twitter: [@netherstowe](https://twitter.com/netherstowe)



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