



# Nether Stowe School

*Inspiring, Empowering and Achieving Together*

28<sup>th</sup> November 2022

## Year 10 Parents' Evening: Thursday 8th December, 3:15pm to 5:45pm

Dear parent or carer,

As I trust you will be aware, all of our academic parents' evenings take place via online video call. The feedback from last year was that this provided a great deal of much needed flexibility and convenience for parents and carers.

The online appointment booking system and meeting platform allows you to choose your own appointment times with teachers. Once booked, you will receive an email confirming your appointments as well as a link to access the video appointments at the scheduled time. Appointments are available for all staff and separate appointments can also be made with the SENDCO, Miss Sullivan, using the same system.

**The window for making appointments is open from 6:00pm on Wednesday 30<sup>th</sup> November and will close at 6:00pm on Wednesday 7<sup>th</sup> December. Appointments start at 3:15pm and run to 5:45pm Please note that, once slots are taken, we are not able to free up further time.**

Any appointments for Miss Thompsons Art class (10c/AD) will take place on Wednesday 7<sup>th</sup> December

Please visit <https://netherstowe.schoolcloud.co.uk/> to book your appointments.

A short guide on how to create appointments is also included at the end of this letter. Your login information is as follows:

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

The system is tried, tested, highly intuitive and easy to use. A full guide for parents and carers on how to attend video calls, as well as further information and technical guidance can also be accessed via the following link:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you are new to the system, it is important to fully acquaint yourself with the support information in advance of the meeting. Should you have any questions, please let us know.

Yours faithfully,

**Mr G Langston-Jones**  
Headteacher

# Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (containing 'Radnor'), and Surname (containing 'Abbot'). Below these are Email and Confirm Email fields, both containing 'rabbot4@gmail.com'. The 'Student's Details' section has fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date Of Birth (a date picker showing '29 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.

The screenshot shows a page titled 'September Parents Evening'. It contains a green header, a paragraph of text explaining the event, and a section titled 'Click a date to continue'. This section lists two dates: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). Each date has a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is a link that says '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*.

The screenshot shows a page titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

## 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.

The screenshot shows a page titled 'Choose Teachers'. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and the press the button to continue.' Below this is a section titled 'Choose earliest and latest times' with a horizontal slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. The text below the slider says 'Your availability: 14:00 - 17:00'.

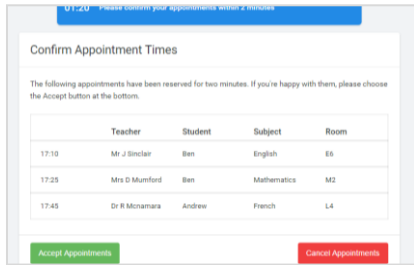
## Step 4: Select Availability

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

The screenshot shows a page titled 'Choose Teachers'. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this is a section titled 'Ben Abbot' with two teacher selection boxes. The first box is for 'Mr J Brown' (SENCO) and has a green checkmark. The second box is for 'Mrs A Wheeler' (Class 11A) and also has a green checkmark. A green 'Continue to Book Appointments' button is at the bottom.

## Step 5: Choose Teachers

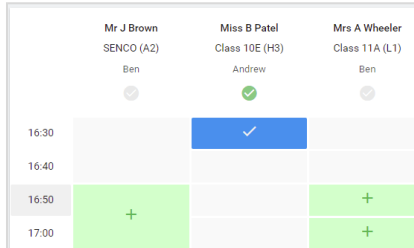
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



### 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.

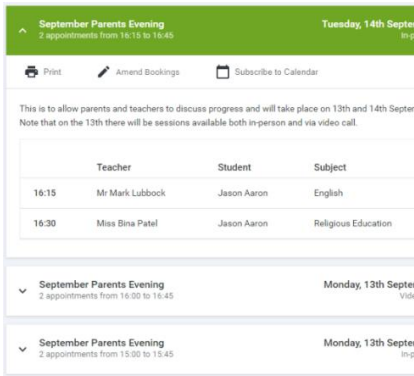


### Step 7: Book Appointments

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*.