



# Nether Stowe School

Be Respectful. Be Ambitious. Be Resilient.

10<sup>th</sup> November 2023

## Year 7 Parents' Evening: Thursday 23<sup>rd</sup> November 3:15pm to 5:45pm

Dear parent or carer,

As I hope you will now be aware, we have returned to face-to-face parents' evening appointments. Parents' Evening takes place in the main school Hall. Parents should enter via the main student entrance, which is signposted.

We use School Cloud for you to conveniently arrange appointments with the staff you would like to see.

The online appointment booking system allows you to choose your own appointment times with your child's teachers. Once booked, you will receive an email confirming your appointment times.

**The window for making appointments is open from 6:00pm on Wednesday 15<sup>th</sup> November and will close at 6:00pm on Wednesday 22<sup>nd</sup> November.**

**Appointments start at 3:15pm and run to 5:45pm It is important to note that, once slots are taken, we are not able to free up further time. Therefore, we always advise you to book early to avoid potential disappointment.**

**If you are not able to attend the evening, or make a convenient appointment, staff will not be able to provide general feedback outside of the parents' evening. However, if you have a specific issue you would like to discuss, this can always be addressed directly with the staff member ,or Head of Department, in the first instance.**

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

An additional letter will be provided in advance of the parent's evening to provide further guidance for appointments. If you have any questions, please contact the school via the [office@netherstowe.com](mailto:office@netherstowe.com) address.

Yours faithfully,

**Mr G Langston-Jones**  
**Headteacher**

Headteacher: Mr G Langston-Jones  
Nether Stowe School  
St Chad's Road  
Lichfield  
WS13 7NB  
01543 216 443

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## Parents' Guide for Booking Appointments

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

WELCOME TO THE NETHERSTOWE PARENTS' EVENING BOOKING SYSTEM. APPOINTMENTS CAN BE ATTENDED VIA VIDEO CALL. THE EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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.

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 <a href="#">Open for bookings</a>	>
Tuesday, 14th September In-person <a href="#">Open for bookings</a>	>

[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 17

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.

Headteacher: Mr G Langston-Jones  
Nether Stowe School  
St Chad's Road  
Lichfield  
WS13 7NB  
01543 216 443

www.netherstowe.com  
email: [office@netherstowe.com](mailto:office@netherstowe.com)  
Twitter: @netherstowe





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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

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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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	E5
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr B Monumara	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.



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The screenshot shows a booking system interface for 'September Parents Evening'. At the top, it indicates 'Tuesday, 14th September' and '2 appointments from 16:15 to 16:45'. Below this are three buttons: 'Print', 'Amend Bookings', and 'Subscribe to Calendar'. A note states: '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.' A table lists appointments:

Time	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

Below the table, there are two calendar entries for 'Monday, 13th September':

- September Parents Evening: 2 appointments from 16:00 to 16:45 (Video)
- September Parents Evening: 2 appointments from 15:00 to 15:45 (Single)

## 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*.

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