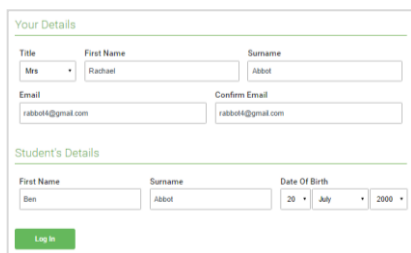


Parents' Guide for Booking Appointments

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



Your Details

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

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

Student's Details

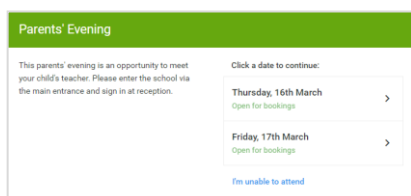
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

[Log In](#)

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.

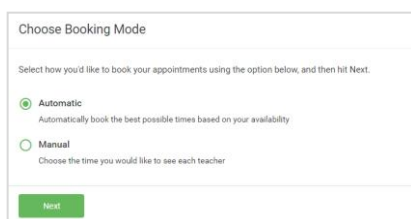
Click a date to continue:

- 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 the date 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

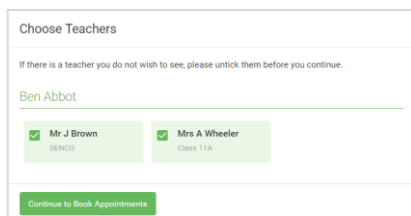
Manual
Choose the time you would like to see each teacher

[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

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

Ben Abbot

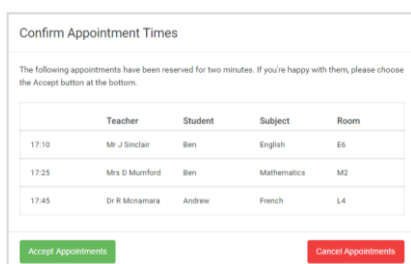
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[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.

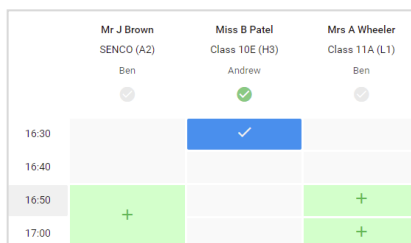
Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Murreford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

[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) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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.



My Bookings Thursday, 16th Sept

The parents' evening is in public so you'll see other parents' bookings on the main screen and filter the page to show just yours by clicking the 'My Bookings' button in the top right corner.

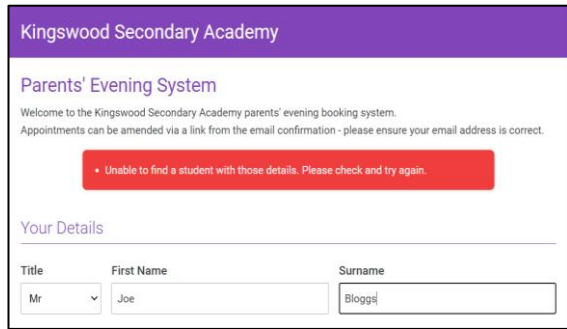
Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Murreford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

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*.

Error message



Kingswood Secondary Academy

Parents' Evening System

Welcome to the Kingswood Secondary Academy parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Unable to find a student with those details. Please check and try again.

Your Details

Title	First Name	Surname
Mr	Joe	Bloggs

If an error message appears this could be for one of the following reasons.

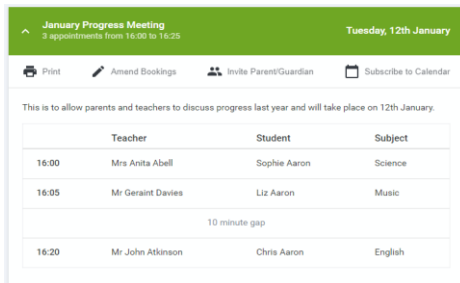
1. The details we hold on our system do not match with the details you are entering.
2. You have incorrectly included a space – i.e. Smith- Jones should be Smith-Jones.
3. Your child is not in the year group.

If you have been unable to Log-in please send a screenshot of the login screen with the details you are entering this can then be used to check against the details we hold on our system to

enquiries@kingswoodsecondaryacademy.org

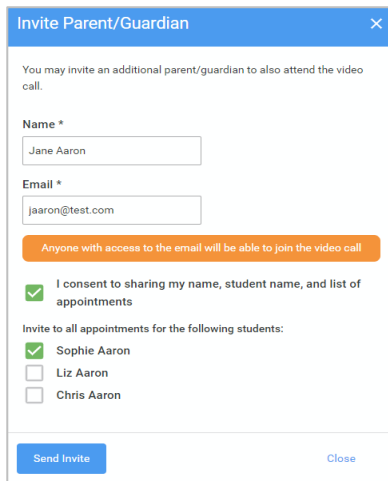
Inviting another parent/guardian to join your appointments

You can give ONE other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.



Teacher	Student	Subject
16:00 Mrs Anita Abell	Sophie Aaron	Science
16:05 Mr Geraint Davies	Liz Aaron	Music
10 minute gap		
16:20 Mr John Atkinson	Chris Aaron	English

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead



Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *

Email *

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

Liz Aaron

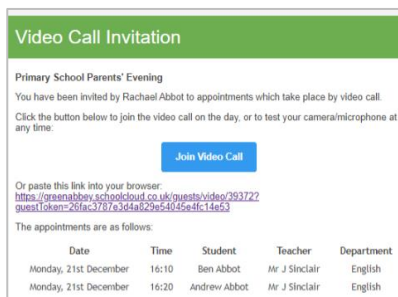
Chris Aaron

Send Invite Close

2. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead

You **must** enter their *Name*, and their *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments. If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted. When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Please note that **ONLY** the invited guest should use this link. Anyone else using it (including the parent that sent the invite, should log in via their own confirmation email) otherwise the guest will be knocked out of appointments.



Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.
Click the button below to join the video call on the day, or to test your camera/microphone at any time.

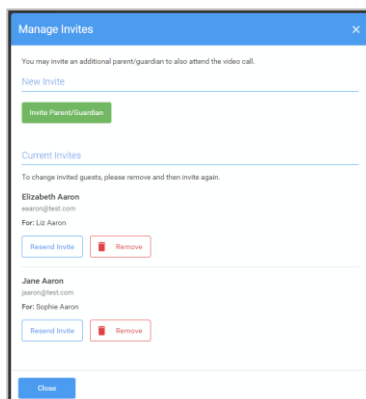
Join Video Call

Or paste this link into your browser:
<https://greenabbey.schoolcloud.co.uk/guests/video/35372?guestToken=26fac379e364a829e54045e4fc14e63>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. Here is an example of what the invite email looks like



Manage Invites

You may invite an additional parent/guardian to also attend the video call.

New Invite

Invite Parent/Guardian

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron

Resend Invite Remove

Jane Aaron
jaaron@test.com
For: Sophie Aaron

Resend Invite Remove

Close

4. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite **if you have any more available** (you can have **one** invite per student, if wished), and also allows you to *Resend* invites or *Remove* them.

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.