

# West Kingsdown Church of England Primary School

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[www.west-kingsdown.kent.sch.uk](http://www.west-kingsdown.kent.sch.uk)

Headteacher: Mr B Hulme

Tuesday 2<sup>nd</sup> November 2021

Dear Parents / Carers,

We are delighted to be able to hold parent consultations face to face again and you will have the chance to speak to your child's class teacher and see books in this way. Each teacher will be available for the days listed below. This allows you to have a 15-minute conversation regarding your child's progress and any questions or concerns you may have. Consultations will take place in the Key Stage 2 hall.

<b>Wednesday 17<sup>th</sup> November 2021</b>	All Staff	3.15 pm – 8.00 pm
<b>Thursday 18<sup>th</sup> November 2021</b>	All Staff	3.15 pm – 5.00 pm

We are trialling a new piece of software called School Cloud that will allow you to book consultation times for your child. Details are below in this letter.

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

**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.

**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*.

**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.

**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 did not wish to see, please unclick them before you continue

Book List

Mr J Brown     Mrs A Wheeler

[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.

**Confirm Appointment Times**

The following appointments have been reserved for this teacher. If you're happy with them, please click the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:30	Mrs B Whelan	Ben	English	15
17:35	Mrs B Whelan	Ben	Mathematics	10
17:45	Dr M Macintosh	Adam	French	14

[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.

Time	Mr J Brown SENCO (A2) Elen	Miss B Patel Class 10E (143) Anthea	Mrs A Whelan Class 114 Ben
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

### 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.

**September Parents Evening**    **Monday, 14th**

[Print](#)    [Amend Bookings](#)    [Subscribe to Calendar](#)

There is 150 parents and teachers to discuss progress and will take place on 10th and 14th. Note that on the 13th there will be resources available both in person and via video call.

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

▼ **September Parents Evening**    **Monday, 13th**  
2 appointments from 16:00 to 16:45

▼ **September Parents Evening**    **Monday, 13th**  
2 appointments from 16:50 to 17:45

### Step 8: Finished

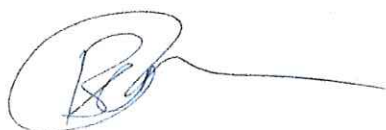
All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Please ensure that you book the correct day for each child, if you have more than one child in the school.

As I believe this is a valuable time for both parents and teachers, appointments will be 15 minutes to give you sufficient time to discuss your child. If you require more time, please contact your teacher directly to make alternative arrangements, as you will not be able to run over on the day.

Yours faithfully,



**Mr Ben Hulme**  
**Executive Headteacher**