



24 March 2021

Dear Parent/Carer

Y8 PARENTS' EVENING – THURSDAY 6th MAY

We would like to invite you to the remote Y8 Parents' Evening on Thursday 6th May from 4.00pm to 7.00pm. At Ecclesfield School we use a website called School Cloud to book and conduct remote parents' evenings. Information on how to use the system and book appointments are attached to this letter, along with troubleshooting guidance for common errors, which result in parents not being able to log in. Further guidance on how to use the video conferencing element of School Cloud will be sent closer to the time, but please rest assured that it is simple to use on any device, including a smartphone. Please be aware that the appointments are **five minutes' long** and once this time limit is met, the software will disconnect the online call and connect you to your next appointment.

During the evening, you will be able to talk to your son/daughter's subject teachers about the progress they have made so far this school year.

As always, we would like to meet with as many parents as possible at parents' evening and do not want the booking system to be a barrier to any of you. Should you need some support with making appointments, please contact your child's pastoral team who will be more than happy to assist you.

The booking system will go 'live' on **Wednesday 31st March at 6pm** and you will also receive a text to inform you when you can make appointments. The booking section will close on **Monday 3rd May at 6pm** to allow staff to collate their appointment times and prepare for the meetings. *I strongly advise that you test the log in section of School Cloud, using the attached instructions, before the system goes 'live' so that you have time to contact school if you require any help.*

As spaces are limited for staff, we urge that you make your appointments as soon as you are able to avoid any disappointment. If you are not able to see a particular member of staff because they are full, please add your name to the waiting list and we will allocate places if they arise. Alternatively, please contact your child's teacher who will be more than happy to provide you with an update via email.

As we are all working in new ways, we would appreciate your patience on the evening as you may encounter some glitches with the new system. We hope that this software will allow you to gain a snapshot of where your child is in regards to their progress and attainment in Y8.

Yours sincerely

M.Silcock

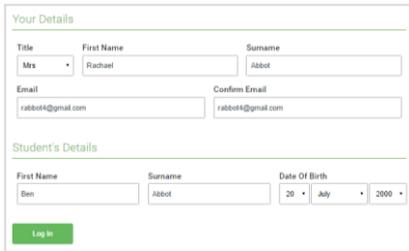
Mr M. Silcock

Progress Leader Y8

Headteacher: Mr R Walkden BEd(Hons), NPQH
Address: Chapeltown Road, Sheffield, S35 9WD
Telephone: 0114 2461156
Email: enquiries@eccoschool.com
Web: www.ecclesfield-school.com

Parents' Guide for Booking Appointments

Browse to <https://ecclesfield.parentseveningsystem.co.uk/>



Your Details

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

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

Student's Details

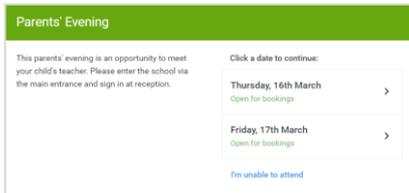
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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:

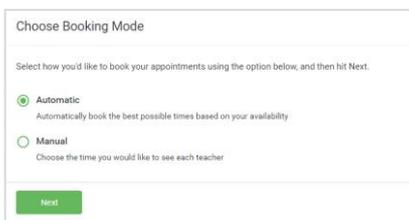
- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make 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

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

Ben Abbot

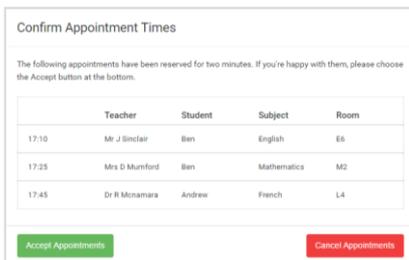
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

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 Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4

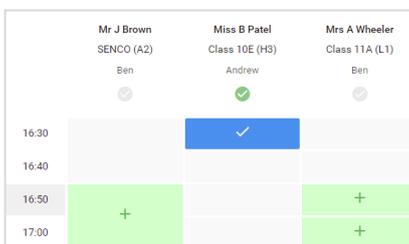
Accept Appointments

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

View 11 Bookings

Teacher	Student	Subject	Room
17:00	Mr J Brown	Ben	English
17:10	Mr J Brown	Ben	English
17:25	Mrs D Mumford	Ben	Mathematics
17:45	Dr R Minamara	Andrew	French
18:25	Miss B Patel	Andrew	Mathematics
18:40	Mrs A Wheeler	Ben	English

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*.

Trouble shooting – support for families

1. *It won't recognise my details to log in*

This is simple to solve, but requires a little patience. First of all, check that you are using your child's full name ie Robert, not Robbie. If you are a Miss, please check that the system does not have you as a Mrs or a Ms – try all of them. You can always let us know at a later date and we will rectify this for you.

Try all email addresses you have. It might be that you have changed it, but never informed the school.

Finally, try your partner's details as they might be Priority 1 and the administrator for the system.

2. *I've managed to log in, but there are hardly any appointments left*

Our busiest times are between 5.15-6pm so if this is the only availability you have, please log on as soon as it goes 'live'. This will be approximately a month before the parents' evening itself and you will receive reminders via text of the dates and times it will be open. This info is also available on our social media platforms. We also suggest that you join the waiting list for those staff as appointments often become available closer to the date. If you would like to discuss a particular issue with a teacher, please contact them via email, telephone or by speaking to a member of staff in the foyer who will pass the message onto the teacher in question. Please do not stand a queue to speak to them as they cannot see anyone without an appointment on the evening to allow for the system to run to time. Please allow 48 hours for staff to return calls or messages.

3. *The wrong teacher is listed for a particular subject ie Miss Jones for Maths and my child's teacher is Mr Bloggs.*

Make your appointments as normal, but contact the school as soon as possible so that this can be rectified and the incorrect appointment can be made available for someone else.

4. *I am only able to make an appointment with one of my child's science teachers, but they are taught by three.*

In order to offer as many appointments as [possible on the evening, we will appoint a lead teacher for departments where there is more than

one teacher. Amongst the staff, they will discuss the student's before the parents' evening, so that you get the entire picture. If you feel that you need more specific information, please email, telephone or leave a message via a member of staff in the foyer for the teacher to contact you – please allow 48 hours for staff to return calls or messages.

5. *How do I know when my appointments are?*

Just before the evening, we suggest that you either print the appointments by logging into your account or take a screen shot to bring with you. There is limited tech support on the evening to print of your appointments.

6. *I have no internet access so cannot make appointments.*

This software works just as well on a phone as it does on any other device. However if access to any device is not possible, please contact your child's pastoral team and they will be able to help you.

7. *I have made appointments, but now cannot attend.*

Please contact the school and inform them as soon as possible. If it is the case that you cannot attend a section of appointments earlier in the evening, but can attend later, please inform them of which appointments you need to be cancelled. You can also do this yourself by logging onto your account. If it is the case that you cannot attend any of the evening, please log on and cancel your appointments or contact the school to cancel them for you.

8. *I am completely confused and need help using the system.*

The earlier we know the better. Someone will contact you and help you to make appointments. Where possible we prefer to walk you through the system so that you are able to use the system for future evenings or events.