



Saint Joseph's

CATHOLIC SCHOOL

Dear Parent/Carer,

Year 7 Parents' Evening – Online Appointment Booking

I would like to invite you to attend our online Year 7 Parents' Evening on Monday 12th July between 4pm–6pm. The evening will provide you with the opportunity to book appointments with your child's teachers.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Please be aware that appointments will be limited for the following subjects as there is only one teacher delivering lessons to the whole of Year 7:

- Art
- ICT
- Music
- Product Design
- Food Technology
- Drama

We advise that you only make appointments for these subjects should you have a concern or if your child has a particular affinity for the subject.

Five-minute appointment slots can be made from Monday 5th July and will close on Sunday 11th July. Should you wish to make any changes after this date please contact the school office.

Appointments are also made on a first come first serve basis.

Please also note that, due to a prior arrangement Miss Lowe and Mr Ford will not be available for meetings until 4:45pm.

There is a short guide on how to access and make appointments accompanying this letter.



Please visit <https://saintjosephs.schoolcloud.co.uk> to book your appointments and use the step-by-step guide provided to help with this. Also, on the attachment there is a video guide to booking appointments.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

We will send out further information at the end of the week detailing how to access your appointments for Parents Evening.

Kind regards,

Mr Rooney & Mrs Marshall

Parents' Guide for Booking Appointments

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

Video Guide: <https://vimeo.com/473882995>

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.

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.

	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.

Time	Teacher	Student	Subject	Room
16:30	Mr Johnson	Ben	English	10
16:50	Mr Johnson	Andrew	English	10
16:50	Mr Johnson	Ben	History	10
16:50	Miss Wheeler	Andrew	Mathematics	10
16:50	Miss Wheeler	Ben	Mathematics	10

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*.