

# King Edwin Primary School

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15<sup>th</sup> October 2020



Dear Parents/Carers,

As we continue to navigate our way through such challenging times, we will shortly be hosting our Autumn Term parents evening sessions using our virtual learning platform – TEAMS on Tuesday 3<sup>rd</sup> & Thursday 5<sup>th</sup> November 2020.

We would like to invite you to attend a short Individual Parent-Teacher Conference during the first week after half term. These meetings are a valuable chance to meet with your child's class teacher to discuss how your child has settled in since the start of year; briefly review their progress and consider next steps in their learning.

In order to provide parents with the most convenient time possible with their child's teachers, we use an appointment system throughout the school. This allows parents who may have several children at the school to make consecutive appointments rather than having to wait for long periods of time in between meetings. Each appointment block is 10 minutes long (including sign in and sign off time) and we would ask all parents to strictly keep to these timings. The virtual nature of the appointment will mean that only 7-8 minutes is allowed for each consultation.

Bookings for appointments is through the Parents Evening booking system. Confirmation of appointment times will be issued immediately. A guide of how to use the system is attached to this letter.

Where possible, we encourage children in Years 3-6 to take part in these meetings with their parents and class teacher. In the meetings you may expect teachers to give an indication of how your child is getting on in school. They may refer to work completed or perhaps the attitude that a child shows to learning. Homework may be mentioned and ideas for supporting children following a long period of isolation.

Each teacher is basing their information sharing session upon their professional views. As a school we are assessing children based upon their current likelihood of meeting age related expectations at the end of this academic year. It's important that parents understand the significance of not being in school for such a long period of time and that our staff are working tirelessly to ensure we help children to 'catch up' whilst maintaining a sensible and balanced school life.

If you are unable to attend on one of the designated evenings, please contact your child's teacher who will try to arrange an alternative, mutually convenient appointment to see you.

Fingers crossed that we can make this work. If there are any issues ...please be patient and in the unlikely event that your meeting doesn't take place, we will reschedule at your earliest convenience.

Kind regards,  
A Callaghan – Wetton  
Headteacher



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## Parents' Guide for Booking Appointments

Browse to <https://kingedwin.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 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.



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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

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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	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).

Time	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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 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.

View My Bookings

Monday 16th April

This academic morning is available to use 11. Please enter the school on the main website and follow the steps for the main hall where the bookings are being done. Parking is available after the school has left.

Time	Teacher	Student	Subject	Room
10:20	Mr J Brown	Ben	English	A2
10:30	Mr J Brown	Ben	English	A2
10:35	Mr J Brown	Ben	English	A2
10:40	Mr J Brown	Ben	English	A2
10:45	Mr J Brown	Ben	English	A2
10:50	Mr J Brown	Ben	English	A2
10:55	Mr J Brown	Ben	English	A2
11:00	Mr J Brown	Ben	English	A2
11:05	Mr J Brown	Ben	English	A2
11:10	Mr J Brown	Ben	English	A2

## 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*.



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