

King Edwin Primary School

Head Teacher Mr Callaghan-Wetton
Fourth Avenue, Edwinstowe, Notts, NG21 9NS
Tel: (01623) 822111 Fax: (01623) 825707
E Mail: office@kingedwin.notts.sch.uk
Website: www.kingedwin.notts.sch.uk



3rd December 2021

Dear Parents/Carers,

We will be hosting Mr Lewis' rearranged parents evening sessions using our virtual learning platform – TEAMS on Tuesday 11th & Thursday 13th January 2022.

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 teacher, we use an appointment system throughout the school. 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 which will go live on Tuesday 7th October at 4pm. 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 Year 5 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.

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.

After the success of last year; we are confident that we can make it work again this year. 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.

A Callaghan – Wetton
Headteacher



We're working towards Artsmark
Awarded by Arts Council England



Parents' Guide for Booking Appointments

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

The 'Your Details' form contains the following fields:

- Title: Mrs (dropdown)
- First Name: Rachael
- Surname: Abbot
- Email: rabbot4@gmail.com
- Confirm Email: rabbot4@gmail.com

Below this is the 'Student's Details' section:

- First Name: Ben
- Surname: Abbot
- Date Of Birth: 20 July 2000 (dropdowns)

A 'Log In' button is located at the bottom left of the form.

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.

The 'Parents' Evening' screen features a green header and the following content:

- Text: "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."
- Text: "Click a date to continue:"
- Two date options with right-pointing arrows:
 - Thursday, 16th March (Open for bookings)
 - Friday, 17th March (Open for bookings)
- A link: "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.



We're working towards Artsmark
Awarded by Arts Council England



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 book. Please enter the school on the main address and follow the steps for the time that you are looking to book. Bookings are available after you have logged in.

Time	Teacher	Student	Subject	Room
15:20	Mr J Brown	Ben	English	A2
15:30	Mr J Brown	Ben	English	A2
15:35	Mr J Brown	Ben	English	A2
15:40	Mr J Brown	Ben	English	A2
15:45	Mr J Brown	Ben	English	A2
15:50	Mr J Brown	Ben	English	A2
15:55	Mr J Brown	Ben	English	A2
16:00	Mr J Brown	Ben	English	A2
16:05	Mr J Brown	Ben	English	A2
16:10	Mr J Brown	Ben	English	A2
16:15	Mr J Brown	Ben	English	A2
16:20	Mr J Brown	Ben	English	A2
16:25	Mr J Brown	Ben	English	A2
16:30	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*.



We're working towards Artsmark
Awarded by Arts Council England

