

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



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Dear Parents/Carers,

We will shortly be hosting our Spring Term parents evening sessions. After much consideration we have decided to offer our families a 'hybrid' blend of either a **TEAMS virtual appointment or a face-to-face meeting** – on Monday 28th March & Thursday 31st March.

There aren't many positive developments that have evolved from the pandemic however, the ease of virtual meeting is clearly beneficial to many families for various reasons. We are aware that some families have work commitments, they work away or on late shift patterns. The option of having the face-to-face or virtual meeting will give our families a much greater level of flexibility and we hope that we can accommodate all of our KingEdwinner families accordingly. I must state that we do like to meet parents face-to-face and this is our preferred approach but at the same time...we know that our hybrid offer is the right choice.

We would like to invite you to sign up to a parent's consultation appointment and must reiterate how important we feel these meetings are. They are a valuable chance to meet with your child's class teacher to discuss how your child has settled this term; 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 if virtual) and we would ask all parents to **strictly keep to these timings**. The virtual nature of some appointments will mean that 7-8 minutes is allowed for each consultation.

Bookings for appointments is through the Parents Evening booking system which will go live on Friday 11th March at 4pm. Confirmation of appointment times will be issued immediately. A guide of how to use the system is attached to this letter. **It is important that you indicate your preference of a virtual or face-to-face meeting clearly in the comment section of the booking system. Please ensure that you make this very explicit.**

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 either academically, socially or emotionally.

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 previous parent consultation evenings; we are confident that we can make our blend of virtual and face-to face meetings work well. 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.

Andy Callaghan – Wetton
Headteacher



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Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Elen), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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 screenshot shows a 'Parents' Evening' selection screen. It includes a green header, a paragraph of text, and a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with an 'Open for bookings' link and a right arrow. A blue link 'I'm unable to attend' is at the bottom.

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

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[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.

Please leave a comment to indicate your preference of virtual or face to face meeting.

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.

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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