

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



18th September 2025

Dear Parents/Carers,

We will shortly be hosting our Autumn Term Parent Consultations. These will be face-to-face appointments on **Tuesday 14th and Thursday 16th October.**

We would like to invite you all to sign up to a consultation appointment and must reiterate how important we feel these meetings are. They are a valuable chance to meet with your child's class teachers to discuss how your child has settled into the academic year and to identify next steps.

In order to provide parents/carers 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 and we would ask all parents to **strictly keep to these timings**. Please only book 1 appointment per child.

Bookings for appointments is through the School Cloud which will go live on **MONDAY 22ND SEPTEMBER @ 5pm**. Confirmation of appointment times will be issued immediately. A guide of how to use the system is attached to this letter. Appointments must be booked by **Friday 10th October** at 12:00pm (noon).

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 various ideas for supporting children either academically, socially or emotionally.

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.

Andy Callaghan – Wetton
Headteacher

Parents' Guide for Booking Appointments

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

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.



We're working
towards Artsmark
Awarded by Arts
Council England



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: 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.

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).

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.

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*.

