

King Edwin Primary School

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23rd January 2026

Dear Parents/Carers,

We will shortly be hosting our Spring Term parent consultations. These will be face-to-face appointments on **Tuesday 3rd and Thursday 5th March 2026**.

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 is progressing and what their next steps are.

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 are through the School Cloud which will go live on **Friday January 30th 2026** at 12:00pm (noon). Confirmation of appointment times will be issued immediately. A guide of how to use the system is attached to this letter.

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.



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This parent's evening is an opportunity to meet your child's teacher. Please select the school day the from selector and click 'I'm available'.

Click a date to continue:

- Thursday 16th March
- Click for availability
- Friday 17th March
- Click for availability
- No available dates

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*.

Choose Teachers

If there is a teacher you do not wish to book please click 'Unselect' before you continue.

Unselect

Mr J Brown Mrs A Wheeler

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 you to make. If you're happy with them, please click 'Accept' or 'Delete' if you don't want any of the slots.

Teacher	Subject	Day	Start	End
Mr J Brown	Maths	Mon	15:00	15:30
Mr J Brown	Maths	Mon	15:30	16:00
Mr J Brown	Maths	Tues	15:00	15:30

Accept All Delete All

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).

Mr J Brown	Mrs B Patel	Mrs A Wheeler
15:00	15:00	15:00
15:30	15:30	15:30
16:00	16:00	16:00

Book All Delete All

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.

My Bookings

View all bookings

Teacher	Subject	Day	Start	End
Mr J Brown	Maths	Mon	15:00	15:30
Mr J Brown	Maths	Mon	15:30	16:00
Mr J Brown	Maths	Tues	15:00	15:30

Print Amend Bookings

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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