



# GFSchools

## Believe Learn Flourish

With  
Faith Hope Love



Pam Acheson  
Executive Headteacher

16 November 2021

Dear Parents/Carers,

### Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening week beginning 22.11.21. Due to Covid restrictions, we are having to run these meetings remotely.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous telephone system and welcome any feedback.

Appointments can be made from today and will close on 21<sup>st</sup> November at 11pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://grewelthorpe.schoolcloud.co.uk> to book your appointments.

#### STEP 1: Login with the following information:

##### SchoolCloud

Welcome to the Fountains Church of England Primary School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

##### Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		Confirm Email
<input type="text"/>		<input type="text"/>

##### Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	1	January	2010

Log In

## **STEP 2: Select Parents' Evening**

Click on the date you wish to book.

**Mrs Todd and Mrs Longstaff** will both be offering appointments on **Tuesday 23<sup>rd</sup> November from 3:45-6pm**. Feel free to book an appointment with either teacher.

**Mrs Hickingbotham** will be offering appointments on **Monday 22<sup>nd</sup> from 4-6** and also on **Tuesday 23<sup>rd</sup> from 4-6pm**.

**Mr Gamble** will be offering appointments on **Monday 22<sup>nd</sup> from 4-6** and then also on **Thursday from 4-6pm**.

**Mr Breckon** will be offering appointments for the **Y5/6** children on **Tuesday 23<sup>rd</sup> from 1-2** and on **Friday 26<sup>th</sup> from 1-6pm**.

## **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.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

## **Step 4: Choose Teachers**

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 5: Book Appointments (Automatic)**

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.

If you have any problems booking your appointments then please contact Mrs Acheson [headteacher@gfschools.co.uk](mailto:headteacher@gfschools.co.uk) or call 01765 658287.

Yours sincerely

Pam Acheson  
Executive Headteacher