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3rd November 2023

Dear Parent/Carer

Parents Meeting – Online via SchoolCloud

I would like to invite you to attend our online Parents’ Meetings for your child/children. The school is continuing to use the online appointment booking system. This allows you to choose your own appointment times with teachers. At the bottom of this letter is a parents’ guide on how to book appointments.

The parents’ meetings will take place as follows:

Date	Year Group	Time	Class	Teacher
13.11.23	Year 5	09:00 to 17:00	Kew	Mrs Neal
14.11.23	Year 1	13:00 to 18:00	Hyde	Miss Heywood
14.11.23	Year 1	13:00 to 18:00	Richmond	Miss McGregor
14.11.23	Year 4	09:00 to 12:30	Kensington	Miss Cooper
14.11.23	Year 4	13:30 to 17:00	Regents	Mrs Turrell
16.11.23	Year R	13:00 to 18:00	Palace	Mrs Hopkins/ Miss McCormick
16.11.23	Year 2	15:30 to 18:00	St James	Mr McCaig
16.11.23	Year 2	15:30 to 18:00	Victoria	Miss S Harrison
16.11.23	Year 5	09:00 to 12:30	Olympic	Miss Wilson
16.11.23	Year 6	13:00 to 15:00	Royal	Mrs Millington
16.11.23	Year 6	09:00 to 12:30	Brompton	Miss M Harrison
17.11.23	Year 3	13:00 to 17:00	Greenwich	Mrs Barnes
17.11.23	Year 3	15:30 to 18:00	Northumberland	Mrs Mellett
20.11.23	Year 5	09:00 to 12:30	Olympic	Mrs Lunnan
21.11.23	Year 4	13:30 to 17:00	Kensington	Miss Cooper
21.11.23	Year 4	09:00 to 12:30	Regents	Mrs Turrell
22.11.23	Year 1	09:30 to 15:30	Hyde	Miss Heywood
22.11.23	Year 1	09:30 to 15:30	Richmond	Miss McGregor
22.11.23	Year 2	13:00 to 17:00	St James	Mr McCaig
22.11.23	Year 2	15:30 to 18:00	Victoria	Miss S Harrison
23.11.23	Year R	09:30 to 16:00	Palace	Mrs Hopkins/ Miss McCormick
23.11.23	Year 6	13:00 to 16:00	Brompton	Miss M Harrison
23.11.23	Year 6	09:00 to 13:00	Royal	Mrs Millington
24.11.23	Year 3	15:30 to 18:00	Greenwich	Mrs Barnes
24.11.23	Year 3	13:00 to 17:00	Northumberland	Mrs Mellett

The bookings for every year group will open 4pm on Friday 3rd November 2023.

You will have a 10-minute slot per appointment. Please only book one appointment per child. You can visit <https://greenparkcps.schoolcloud.co.uk> to book your appointments. You will need to log in with the parent's name, parent's email, child's name and child's date of birth. If you have any problems logging in, please contact the school office.

Once you have accessed your account you can select the date and time you require to book your appointment. You will receive an email confirming your appointment each time you book for a child. Bookings will close at 4pm on the night before each meeting is due to take place.

The link below contains a helpful guide on setting up your video meeting with the school.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please ensure you have checked your settings, microphone and camera before the meeting takes place on the device you will be using.

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

Yours sincerely

Richard Hawkins

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), and Surname (text input with 'Abbot'). Below these are Email and Confirm Email fields, both with 'rabbot4@gmail.com' entered. The 'Student's Details' section has fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20', 'July', and '2000').

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 the 'Parents' Evening' booking page. It has a green header with the text 'Parents' Evening'. Below the header, there is a message: '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.' To the right, there is a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March'. Each date has a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a link that says '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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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 5: 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.

17:20 Please confirm your appointments within 2 minutes

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.

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 6: 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊘	⊘	⊘
16:40		✓	
16:50	+		+
17:00			+

Step 7: 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.

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.

WELCOME TO THE BOOKING SYSTEM

View 11 bookings for Ben

This page lists bookings for Ben. Please note the subject for the room and follow the sign for the class that you are booking. The time is available in the room above the sign.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mr J Brown	Ben	English	E6
16:50 Mrs D Mumford	Ben	Mathematics	M2
17:00 Mrs D Mumford	Ben	Mathematics	M2
17:10 Mrs D Mumford	Ben	Mathematics	M2

Step 8: 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*.