The Linces, Buckland Estate Dover

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28th February 2024

Dear Parent/Carer

Parents Meeting - Online via SchoolCloud

Once again we are opening up online bookings for Parents' Meetings for your child/children. 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
04.03.24	Year 3	15:30 to 18:00	Greenwich	Mrs Barnes
04.03.24	Year 4	09:00 to 12:30	Kensington	Miss Cooper
04.03.24	Year 4	13:30 to 16:40	Regents	Miss Turrell
04.03.24	Year 5	09:00 to 12:30	Olympic	Miss Wilson
05.03.24	Year 3	15:30 to 18:00	Northumberland	Mrs Mellett
06.03.24	Year 1	13:00 to 16:00	Hyde	Miss Heywood
06.03.24	Year 1	13:00 to 17:00	Richmond	Miss McGregor
06.03.24	Year 2	13:00 to 16:00	St. James	Mr McCaig
06.03.24	Year 2	15:30 to 18:00	Victoria	Miss S Harrison
06.03.24	Year 5	15:30 to 17:00	Olympic	Miss Lunnan/
				Miss Wilson
06.03.24	Year 6	09:00 to 12:30	Royal	Miss Troth
07.03.24	Year 5	09:00 to 12:30	Olympic	Miss Lunnan
08.03.24	Year 6	13:00 to 16:00	Brompton	Miss M Harrison
11.03.24	Year 3	15:30 to 18:00	Greenwich	Mrs Barnes
11.03.24	Year 4	13:00 to 16:00	Kensington	Miss Cooper
11.03.24	Year 4	09:00 to 12:30	Regents	Miss Turrell
12.03.24	Year 3	15:30 to 18:00	Northumberland	Mrs Mellett
13.03.24	Year 1	09:00 to 15:30	Hyde	Miss Heywood
13.03.24	Year 1	09:30 to 15:30	Richmond	Miss McGregor
13.03.24	Year 2	15:30 to 18:00	St James	Mr McCaig
13.03.24	Year 2	15:30 to 18:00	Victoria	Miss S Harrison
13.03.24	Year 5	09:00 to 17:00	Kew	Mrs Neal
13.03.24	Year 6	13:00 to 16:00	Royal	Miss Troth
14.03.24	Year R	09:00 to 17:00	Ladybirds/Butterflies	Mrs Reynolds



14.03.24	Year R	09:00 to 17:00	Bumblebees/Caterpillars	Mrs Hopkins
15.03.24	Year 6	09:00 to 12:30	Brompton	Miss M Harrison

The Year R Palace Class parent meetings will be held by either Mrs Reynolds, Miss McGregor or Mr Carpenter or all three together.

The bookings for every year group will open 4pm on Wednesday 28th February 2024

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-attendappointments-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/



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.



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.



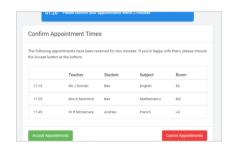
Step 4: Select Availability

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



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.



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.



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.



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.