



# Park Primary School

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Headteacher: Mr M. Mellin

*School, Family, Community: Together*

18<sup>th</sup> October 2023

Dear Parent/Carer,

## Parents/Carers' Meetings – Online and In Person Appointment Booking

I would like to invite you to attend our Parents and Carers' Evenings next month. The details are as follows:

Classes	Date	Method	First appointment time	Last appointment time
Foundation 2 – Year 6	Wednesday 1 <sup>st</sup> November	Online	3.30pm	5.50pm
Foundation 2 – Year 6	Thursday 2 <sup>nd</sup> November	In person at school	3.30pm	5.50pm
Foundation 1	Tuesday 14 <sup>th</sup> November	Online	3.30pm	5.50pm
Foundation 1	Thursday 16 <sup>th</sup> November	In person at school	3.30pm	5.50pm

These evenings provide important opportunities to discuss your child's progress with their class teacher(s).

We will once again use our online appointment booking system, School Cloud, which allows you to choose your own appointment times, and you will then receive an email confirming your appointment. This applies to both in person and online appointments.

School Cloud will go live **today, Wednesday 18<sup>th</sup> October at 5.00pm** to allow you to book appointments and will close on **Wednesday 1<sup>st</sup> November at 3.00pm**. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://parkwallasey.schoolcloud.co.uk/> to book your appointment. A short guide on how to add appointments is included with this letter.

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

*Please turn over to read information about our forthcoming open days for new and prospective parents and carers*



## Foundation 1 and Foundation 2 Open Evenings

We shall be holding two open evenings to welcome prospective parents of children looking to join Park Primary School. These events will be held on **Monday 6<sup>th</sup> and Thursday 9<sup>th</sup> November, both between 3.45pm and 5.00pm** and will provide opportunities to find out about the admissions process, meet our teachers, take a tour of the school and ask any questions you may have.

Please spread the word and tell family and friends who have children who will be starting school in the next year about our open evenings.

Bookings are now live and can be made by visiting:

**Monday 6<sup>th</sup> November : 3.45pm and 5.00pm**

<https://www.eventbrite.com/e/740747424487?aff=oddtcreator>

**Thursday 9<sup>th</sup> November : 3.45pm and 5.00pm**

<https://www.eventbrite.com/e/740753101467?aff=oddtcreator>

Yours sincerely



Mr M. Mellin  
Headteacher





# Parents and Carers' Guide for Booking Appointments

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

PLEASE DO NOT REPLY TO THIS EMAIL. ANY CHANGES TO YOUR BOOKING SHOULD BE MADE THROUGH THE SCHOOLCLOUD APP OR WEBSITE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE SCHOOL OFFICE ON 0151 425 4444. IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT THE SCHOOL OFFICE ON 0151 425 4444. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE SCHOOL OFFICE ON 0151 425 4444.

email confirmation - please ensure your email address is correct.

Your Details

Title  First Name  Surname

Mrs  Rachael  Abbot

Email  Confirm Email

rabbot4@gmail.com  rabbot4@gmail.com

Student's Details

First Name  Surname  Date Of Birth

Ben  Abbot  20  July  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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
In-person & video call  
[Open for bookings](#)

Tuesday, 14th September  
In-person  
[Open for bookings](#)

[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 Method

What date would you like to book?  
Monday, 13th September

What type of appointment would you like?

In-Person

Video Call

[Next](#) [Back](#)

## Step 3: Select in-person or video

When you choose a date that has both in-person and video appointment sessions available you can choose which one you want to book.

Then press Next.

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 4: 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 5: 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

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Continue to Book Appointments

### Step 6: 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.

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 Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

### Step 7: 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Step 8: 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.

September Parents Evening Tuesday, 14th September  
In-person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September  
Video call  
2 appointments from 16:00 to 16:45

September Parents Evening Monday, 13th September  
In-person  
2 appointments from 15:00 to 15:45

### Step 9: 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*.