



## Emmanuel CE Middle School

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Headteacher: Mr Rob Christopher, BSc (Hons) PGCE  
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21<sup>st</sup> September 2021

Dear Parents/Carers,

### **Meet the Tutor Thursday 30<sup>th</sup> September 14:00 - 18:45**

You are invited to a virtual parent - teacher consultation. The intention is that these consultation meetings provide an opportunity for you to discuss with your child's tutor how they have settled into school at the start of this academic year.

We will be doing these using the School Cloud Parents' Evening system, instructions for this can be found at the end of this letter. The online appointment booking will go live on Thursday 23<sup>rd</sup> September at 6pm and will close at 9am on Thursday 30<sup>th</sup> September.

Please note that the School Cloud School Parents' evening system automatically starts and finishes the meetings at the given slots and these cannot be over-ridden. It would be helpful to have checked your computer camera and microphone are set up in advance to ensure the full consultation time can be utilised. Each appointment slot is 8 minutes.

Please note Mrs Weir will be available from 14:30 - 19:15.

Yours faithfully,

Mr M Timmins  
Leader for Pupil Achievement

Enc



**WIMBORNE**  
Academy Trust

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# Parents' Guide for Booking Appointments



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

Please use the correct email address for booking appointments. If you are not sure, please contact the school office for more information. Please ensure your email address is correct.

**Your Details**

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben Surname: Abbot Date Of Birth: 25 July 2008

## 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 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 14:35 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.

**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	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monnara	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.

