Emmanuel CE Middle School
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Headteacher: Mr Rob Christopher, BSc (Hons) PGCE
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

21st September 2021

Dear Parents/Carers,

Meet the Tutor Thursday 30th September 15:45 – 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 23rd September at 6pm and will close at 9am on Thursday 30th 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 5 minutes.

Yours faithfully,

Mr M Timmins
Leader for Pupil Achievement

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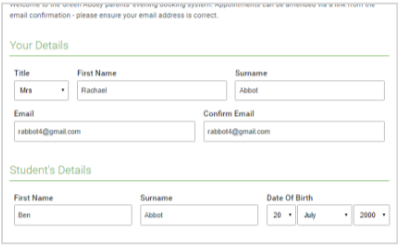
Parents' Guide for Booking Appointments

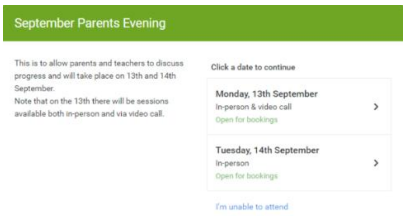
Browse to https://emmanuelmiddle.schoolcloud.co.uk/



Step 1: Login

Fill out the details on the page then click the *Log In* button.

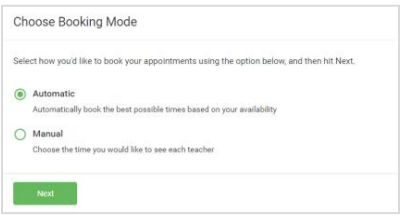
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

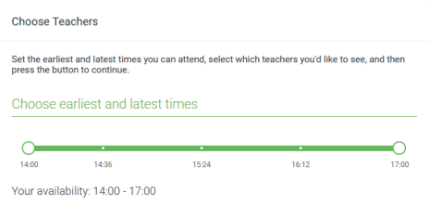
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

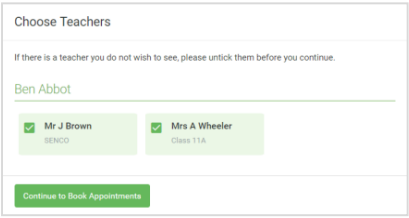
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



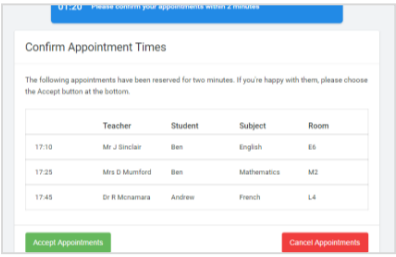
Step 4: Select Availability

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



Step 5: Choose Teachers

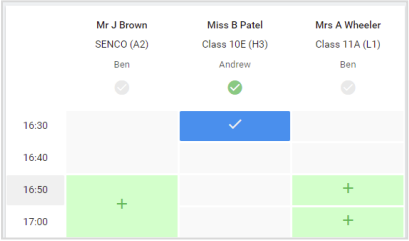
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



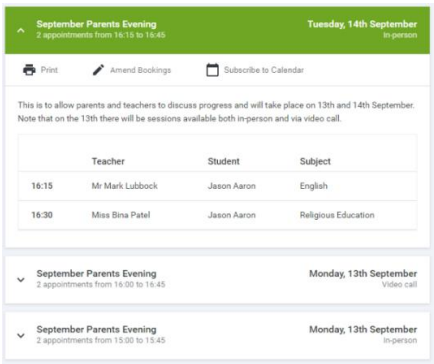
Step 7: Book Appointments

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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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*.