



Shelton Junior School

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Headteacher: Mr J. Bacon

22nd February 2021

Virtual Parents Evening Spring 2021

Dear Parents and Carers,

I would like to invite you to attend our Virtual Parents' Evening on Tuesday 16th and Wednesday 17th March. This is an important evening and provides you with an opportunity to discuss your child's progress during lockdown and how well they are settling back into school life.

This time, we will be using a new online booking appointment system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Meetings will be held remotely via video call. All you need to do is click on the link in your confirmation e-mail using a smartphone, tablet or computer. As usual, meetings will be time limited, this is so that teachers can speak to all of their children's parents. After 10 minutes, the video call will automatically end. If you have anything that you'd like to discuss that you think may take longer, then please contact your child's teacher to arrange a separate appointment. If you are unable to attend your virtual meeting for any reason, then please contact your child's teacher to make alternative arrangements.

Bookings can be made from Monday 1st March at 8:00am and will close on Thursday 12th March at 4:00pm. You may wish to log in when you receive this letter to check your log in details. Should you wish to make any changes after this date please contact the school office.

Please visit www.sheltonjunior.schoolcloud.co.uk to book your appointments – bookings will not open until Monday 1st March at 8:00am. A short guide on how to book appointments is included with this letter. To login, you will need to use your name and email address along your child's name and date of birth as it appears on our system. If you are unable to log in, please contact the office to confirm your details.

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

Yours sincerely,

Jon Bacon
Headteacher

Together, we learn, trust and succeed.

Learn ... reach your full potential - curiosity, concentration
Trust ... caring staff support every child in school - collaboration
Succeed ... overcome barriers - resilience, reflectiveness

Parent User Guide

Browse to www.sheltonjunior.schoolcloud.co.uk

The screenshot shows a login form with two sections. The first section, 'Your Details', contains fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The second section, 'Student's Details', contains fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (three dropdown menus for day, month, and year, with '20', 'July', and '2000' selected). A green 'Log In' button is located at the bottom left of the form.

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.

Note: Your name, and your child's name and date of birth must match our system for you to be able to log in.

The screenshot shows a screen titled 'Parents' Evening' with a green header. Below the header, there is a paragraph of text: '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 with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a blue 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*.

The screenshot shows a screen titled 'Choose Booking Mode'. Below the title, there is a paragraph of text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' (not selected) with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

Step 3: Select Booking Mode

Choose *Manual* booking mode to choose your preferred time or automatic to let the system select a time for you.

Then press *Next*.

The screenshot shows a screen titled 'Choose Teachers'. Below the title, there is a paragraph of text: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, there is a section titled 'Ben Abbot' with two teacher cards. The first card is for 'Mr J Brown' (SENCO) and has a green checkmark in the top left corner. The second card is for 'Mrs A Wheeler' (Class 11A) and also has a green checkmark in the top left corner. A green 'Continue to Book Appointments' button is located at the bottom left.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

If you have more than one teacher to see, select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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Succeed ... overcome barriers - *resilience, reflectiveness*

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 5a (Automatic): Book Appointments

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 5b).

	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 5b (Manual): 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.

Time	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	English	E6
15:45	Mr J Brown	Ben	English	E6
15:55	Mr J Brown	Ben	Maths	M2
16:05	Mr J Brown	Ben	Maths	M2
16:15	Mr J Brown	Ben	Maths	M2
16:25	Mr J Brown	Ben	Maths	M2
16:35	Mr J Brown	Ben	Maths	M2
16:45	Mr J Brown	Ben	Maths	M2
16:55	Mr J Brown	Ben	Maths	M2
17:05	Mr J Brown	Ben	Maths	M2

Step 6: 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*.

A video guide on attending your video appointments can be found here:

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

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