



Shelton Junior School

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Headteacher: Mr J. Bacon

21st September 2021

In-Person and Virtual Parents Evenings Autumn 2021

Dear Parents and Carers,

I would like to invite you to attend Parents' Evening on Wednesday 6th and Thursday 7th October. This is an important evening and provides you with an opportunity to discuss your child's first few weeks in their new class and their targets for the year ahead.

We will be using the same online booking appointment system that we used last Spring. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We had some great feedback on this part of the system last year.

Meetings will be held live in school on Wednesday 6th October and remotely via video call on Thursday 7th October. All you need to do is to choose the correct day for your preferred type of meeting. If you choose a remote meeting, then click on the link in your confirmation e-mail using a smartphone, tablet or computer just before your meeting is due to start and your teacher will join you at the allotted time.

As usual, meetings will be time limited to 10 minutes, this is so that teachers can speak to all of their children's parents. For virtual meetings, the video call will automatically end after 10 minutes. 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 meeting for any reason, then please contact your child's teacher to make alternative arrangements.

Bookings can be made from **Monday 27th October at 8:00am** and will close on Tuesday 5th October at 4:00pm. Please log in when you receive this letter to check your log in details work correctly and contact the school office if you need any assistance.

Please visit www.sheltonjunior.schoolcloud.co.uk to book your appointments – bookings will not open until **Monday 27th October at 8:00am**. Bookings are available on a strict first come, first served system so it is a good idea to be online straight away to reserve your preferred appointment type and time!

A short guide on how to book appointments is included with this letter. To login, you will need to use your title and name with your child's date of birth as it appears on our system. (Last time round

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*

some people were recorded on our system as “Ms” rather than “Miss” or “Mrs” if this had not been selected on our new starter form so try both!) If you are unable to log in, please contact the office to confirm your details.

If you do not have access to the internet, or would like support to book an appointment, please contact the school office before Monday 27th October who will be happy to add appointments on your behalf.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Bacon". The signature is written in a cursive style with a horizontal line underneath the name.

Jon Bacon
Headteacher

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Parent User Guide

Browse to www.sheltonjunior.schoolcloud.co.uk

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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 'Parents' Evening' selection screen. It has a green header and a text box explaining the event. Below is a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. A link 'I'm unable to attend' is at the bottom.

Step 2: Select Parents' Evening

Click on the date you wish to book. Choose the right appointment type and date Wednesday is for live appointments, Thursday is for remote video appointments only

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

The screenshot shows a 'Choose Booking Mode' screen. It has a title and a text box: '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' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose *Manual* booking mode to choose your preferred time.

Then press *Next*.

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	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 4: 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	Subject	Room
15:00	Mr Wheeler	Maths	10
15:15	Mr Wheeler	Maths	11
15:30	Mr Wheeler	Maths	11
15:45	Mr Wheeler	Maths	11
15:55	Mr Wheeler	Maths	11
16:00	Mr Wheeler	Maths	11

Step 5: 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 remote 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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