



Shelton Junior School

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Headteacher: Mr J. Bacon

11th January 2021

Virtual Parents Evenings Spring 2021

Dear Parents and Carers,

I would like to invite you to attend Parents' Evening next week on Wednesday 19th and Thursday 20th January. This is an important evening and provides you with an opportunity to discuss your child's progress so far this year.

Due to the large number of COVID cases both locally and nationally, we will use remote virtual system that we have previously which has worked well.

We will also be using the same online booking appointment system that we have used previously. 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 remotely via video call. All you need to do is to choose your preferred time, 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.

Please make sure you practice logging in to the system BEFORE your appointment and contact us if you are unable to log in. This usually means that information on our main system does not match.

As usual, meetings will be time limited, this is so that teachers can speak to all of their children's parents. For virtual meetings, the video call will automatically end after 8 minutes. If you have anything that you'd like to discuss that you think may take longer than this, then please contact your child's teacher to arrange a separate appointment at another time. 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 **Wednesday 12th January at 8:00am** and will close on Tuesday 18th January at 4:00pm. Please log in when you receive this letter to check that 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 **Wednesday 12th January 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 time!

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*

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 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 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 (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date Of Birth (with month and year dropdowns). A green 'Log In' button is at the bottom left.

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 green bar. Below the header, there is a paragraph of text and a 'Click a date to continue:' section. This section lists 'Thursday 18th March' and 'Friday 17th March' with arrows, and a link for 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

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 header and a paragraph of text. Below the text are two radio button options: 'Automatic' (selected) and 'Manual'. 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.

Date	Status	Status	Status	Price
16:30	Booked	Booked	Booked	0.00
16:40	Booked	Booked	Booked	0.00
16:50	Booked	Booked	Booked	0.00
17:00	Booked	Booked	Booked	0.00

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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