



Shelton Junior School

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Headteacher: Mr J. Bacon

30th September 2022

In-School Parents Evenings Autumn 2022

Dear Parents and Carers,

I would like to invite you to attend Parents' Evening next week on **Wednesday 12th and Thursday 13th October**. This is an important evening and provides you with an opportunity to discuss your child's targets for the year ahead.

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.

Meetings will be held in school, please leave enough time around your appointment to drop in to your child's class where their books will be available for you to look at if you wish. All appointments with teacher will be carried out in the school hall.

As usual, meetings will be time limited, this is so that teachers can speak to all of their children's parents. If you have anything that you'd like to discuss that you think may take longer than 8 minutes, 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 5th October at 8:00am** and will close on Tuesday 11th October at 4:00pm.

Please visit <https://sheltonjunior.schoolcloud.co.uk/> to book your appointments – bookings will not open until **Wednesday 5th 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 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 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.

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*

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, appearing to read 'Jon Bacon', 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 with 'Mrs' selected), First Name (text input with 'Markus'), Surname (text input with 'JONES'), Email (text input with 'rabbins@gmail.com'), and Confirm Email (text input with 'rabbins@gmail.com'). The 'Student's Details' section includes fields for First Name (text input with 'Ben'), Surname (text input with 'JONES'), and Date Of Birth (a date picker showing '28' and 'July' and '2000'). 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' booking screen. It has a green header with the text 'Parents' Evening'. Below the header, there is a paragraph: '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 18th March' and 'Friday 17th March', each with a right-pointing arrow. Below these is a link that says '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 with the text 'Choose Booking Mode'. Below the header, there is a paragraph: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) and 'Manual'. Under 'Automatic' is the text 'Automatically book the best possible times based on your availability.' Under 'Manual' is the text '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.

Date	Status	Status	Status	Price
10/10	16:30-16:40	Ben	100%	0.00
10/10	16:40-16:50	Andrew	100%	0.00
10/10	16:50-17:00	Ben	100%	0.00
10/10	17:00-17:10	Andrew	100%	0.00
10/10	17:10-17:20	Ben	100%	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*.

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Trust ... caring staff support every child in school - collaboration

Succeed ... overcome barriers - resilience, reflectiveness