



## Shelton Junior School

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Headteacher: Mr J. Bacon

25<sup>th</sup> September 2023

### In-School Parents Evenings Autumn 2023

Dear Parents and Carers,

I would like to invite you to attend Parents' Evening next week on **Wednesday 4<sup>th</sup> and Thursday 5<sup>th</sup> October**. This is an important evening and provides you with an opportunity to discuss your child's targets for the year ahead.

We will be using our online booking appointment system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment time.

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 teachers 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 10 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 **Tuesday 26<sup>th</sup> September at 8:00am** and will close on Tuesday 4<sup>th</sup> October at 3:00pm.

Please visit <https://sheltonjunior.schoolcloud.co.uk/> to book your appointments – bookings will not open until **Tuesday 26<sup>th</sup> September 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. If this is your first time booking parent evening slots in this way then it is a

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***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*

good idea to try and log in before booking opens to check that you do not need help to access the system.

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 <https://sheltonjunior.schoolcloud.co.uk/>

The screenshot shows a form with two sections. The first section, 'Your Details', has 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 second section, 'Student's Details', has fields for First Name (text input with 'Ben'), Surname (text input with 'JONES'), and Date Of Birth (a date picker showing '28' and 'July'). 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 green header 'Parents' Evening'. Below it, there is a text block: '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, under 'Click a date to continue:', there are three options: 'Thursday 18th March' (with a right arrow), 'Friday 17th March' (with a right arrow), and 'I'm unable to attend' (in blue text).

## 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 form titled 'Choose Booking Mode'. It has a sub-header: '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.

Date	Status	Status	Status	Price
10/1	10:00-10:30	Ben	1000	10
10/1	10:30-11:00	Andrew	1000	10
10/1	11:00-11:30	Ben	1000	10
10/1	11:30-12:00	Andrew	1000	10
10/1	12:00-12:30	Ben	1000	10

#### 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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