

CLENCHWARTON PRIMARY SCHOOL

Main Road, Clenchwarton,
King's Lynn, Norfolk, PE34 4DT

Executive Headteacher: Ms J. Borley



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4th February 2022

Dear Parents and Carers,

As you know we have a parents evening coming up on the 22nd and 23rd of February. Due to the increased number of Covid cases in the area, we have decided to hold these appointments via video. We are choosing to trial a new method of booking these appointments via "School Cloud".

This system allows you to pick your appointment from the following times:

Tuesday 22nd February 2022 - 3.30pm until 5pm

Wednesday 23rd February 2022 - 4pm until 7.30pm

Once you have booked in your appointment you will receive an email confirmation. You will be able to make your bookings from 12 noon on Monday 7th February 2022 and the appointments will close at 12 noon on the 18th February 2022. Should you wish to make any changes after this date, please contact the school office.

To book your appointments, please visit <https://clenchwarton.schoolcloud.co.uk>, a guide to booking your appointments is included in this email. You will need to book each of your children's appointments separately.

Each appointment last for ten minutes.
Please be aware that the teacher is not able to change this.

Should you need more time to discuss anything with your teacher, please contact the school office who will arrange a telephone appointment for you.

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

Ms. J. Borley
Executive Deputy Headteacher



Artsmark
Silver Award
Awarded by Arts
Council England



Part of



West Norfolk
Academies Trust

[illegible]

Your Details

Title: Mr, First Name: Mark, Surname: Brown, Email: mark.brown@clenchwarton.co.uk, Confirm Email: mark.brown@clenchwarton.co.uk

Student's Details

First Name: Ben, Surname: Brown, Date Of Birth: 20/07/2010

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.

September Parents Evening

Click a date to continue:

- Monday, 13th September (in person & video call) - [View Appointments](#)
- Tuesday, 14th September (in person) - [View Appointments](#)

[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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00 16:30 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see, please uncheck them before you continue.

Ben Abbott

☒ Mr J Brown ☒ Mrs A Whistler

[Continue to Book Appointments](#)

Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been suggested for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	14
Mrs A Whistler	Ben	Mathematics	15
Mr J Brown	Ben	English	16

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

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.

	Mr J Brown SENCO (42)	Miss B Patel Class 10E (43)	Mrs A Wheeler Class 11A (31)
	Ben	Adrian	Ben
16:30			
16:40			
16:50			
17:00			

Step 7: 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.

September Parents Evening 7 appointments from 16:30 to 17:00			Tuesday, 14th September Students	
This is to allow parents and teachers to discuss progress and set future plans on 13th and 14th September. Note that on the 13th there will be sessions available both before and after school.				
Teacher	Student	Subject		
16:15	Mr Mark Johnson	Jason Patel	English	
16:30	Miss Bina Patel	Jason Patel	Religious Education	
September Parents Evening 7 appointments from 16:30 to 17:00			Monday 12th September Parents	
September Parents Evening 7 appointments from 16:30 to 17:00			Monday 12th September Students	

Step 8: 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*.