Parents' Guide for Booking Appointments

Browse to https://abbeyprimaryschool.schoolcloud.co.uk/

Title	First Name	Sumame
Mrs •	Rachael	Abbot
Email		Confirm Email
rabbol4@gmail.com		rabbol4@gmail.com
itudent's De First Name		name Date Of Birth

Step 1: Login

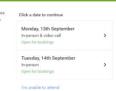
Fill out the details on the page then click the Log In button.

A confirmation of your appointments will be sent to the email address you provide.

school cloud

eptember Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.



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.

there	e is a teacher you do r	not wish to s	see, please untick them	a before you continue.
Ben	Abbot			
	Mr J Brown		Mrs A Wheeler	
-	SENCO		Class 11A	
	SENCO		Class TIA	

Step 3: 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.



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.

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.

	ber Parents Evening ments from 16:15 to 16:45	Tuesday, 14th September in persor		
🖶 Print	🖍 Amend Bookings	Subscribe to C	alendar	
	v parents and teachers to discu he 13th there will be sessions a		e place on 13th and 14th September. and via video call.	
	Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English	
16:30	Miss Bina Patel	Jason Aaron	Religious Education	
	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video cal	
	ber Parents Evening		Monday, 13th September	

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.