

Parents' Evening Appointments: Autumn Term 2021

[Our booking system is now open, please log into the parents' evening portal \(link here but also on the front page of the website\) and book an appointment.](#) Please take time to add any comments or questions in the box when you make your appointment to enable the teacher to be prepared for the session and to make the most of the meeting time.

At the end of November, once the teacher has held all of their appointments class teachers will be in touch with anyone who has not booked and contact you about arranging an appointment (in person if needed) as we really value being able to speak to every family.

Ten minute appointments can be made (with camera on or off) between the following times:

Monday 15th Nov

Elm 9:15am - 5:30pm

Cedar 3:40pm - 5:30pm

Tuesday 16th Nov

Ash 9:15am - 5:30pm

Maple 3:40pm - 5:30pm

Wednesday 17th November

Willow 9:15am - 5:30pm

Oak 3:40pm - 5:30pm

Monday 22nd November

Cedar 9:15am - 5:30pm

Elm 3:40pm - 5:30pm

Tuesday 23rd November

Maple 9:15am - 5:30pm

Ash 3:40pm - 5:30pm

Wednesday 24th November

Oak 9:15am - 5:30pm

Thursday 25th November

Willow 3.40pm – 5.30pm

You will notice in response to parent feedback we have added daytime appointments this time to suit those who prefer to talk when they are not looking

after their children. However, we have also still offered evening appointments too. Where possible we would like to have one conversation regarding each pupil rather than meet co-parenting families separately, not just to save teachers time but also to ensure everyone gets exactly the same message.

Any queries about logging in please add a note the pupil diary and the class teacher will get back to you. If you are new to using this system you may find this help sheet useful:

High Ham Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The first section, 'Your Details', includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The second section, 'Student's Details', includes fields for First Name, Surname, and Registration Class. A green 'Log In' button is located at the bottom of the form.

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.

NB: remember you need to use the email address you have given the school and to put in the name you have given school. For example, William not Will.

The screenshot shows a screen titled 'Parents' Evening'. It contains a message: '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.' Below this, there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow. At the bottom, there 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 all of the dates listed? Click *I'm unable to attend*.

The screenshot shows a screen titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two options: 'Automatic' (selected with a radio button) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose the MANUAL booking mode when browsing on a mobile device.

The screenshot shows a screen titled 'Choose Teachers'. It includes a note: 'If there is a teacher you do not wish to see, please uncheck them before you continue.' Below this, there are three teacher cards: 'Ben Abbott', 'Mr J Brown', and 'Mrs A Wheeler'. Each card has a green checkmark in a box. At the bottom, there is a green 'Continue to Book Appointments' button.

Step 4: Choose Teachers

You should see your class teachers name, click on it.

The screenshot shows a grid for booking appointments. The columns represent teachers: 'Mr J Brown', 'Miss B Patel', and 'Mrs A Wheeler'. The rows represent times: '16:30', '16:40', '16:50', and '17:00'. The grid cells are colored: green for available, blue for already booked, and grey for unavailable. A blue checkmark is visible in the 16:40 slot for Miss B Patel. Green plus signs are in the 16:50 and 17:00 slots for Mr J Brown and Mrs A Wheeler.

Step 5 (Manual): 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.

The screenshot shows a page titled 'My Bookings'. It displays a table of booked appointments with columns for Date, Time, Teacher, and Class. At the top, there is a green 'Print' button and a link to 'Subscribe to Calendar'.

Step 6: 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*.