



Church of England School  
Executive Head and CEO: Mr A J Wilcock MA (Cantab)

28<sup>th</sup> April 2021

Dear Parent/Carer,

### Year 7 Parents' Evening – Thursday 13<sup>th</sup> May

Despite the restrictions we face due to Covid-19, we are keen to maintain our schedule for Parent Evenings, so that you have the opportunity to discuss your child's progress with teachers. With this in mind we have introduced a virtual Parents Evening system via Schoolcloud.

We are writing to invite you to a virtual Parents' Evenings on Thursday 13<sup>th</sup> May. Staff will be available from 4.00pm to 7.00pm and your child is encouraged to attend with you. The new system will enable you to meet with teachers for a 5 minute appointment via video link. In order to book your appointments, please see our Parents' Evening System Guide and Useful Information given below.

Please note that using the new video system, the 5 minute appointment slot will automatically end and the call will finish. A timer will be displayed on the screen of the video link to advise of the time remaining to try and avoid the call ending abruptly.

The booking system will open for appointments tomorrow, Thursday 29<sup>th</sup> April, at 8.00am and will close at 3.15pm on Thursday 13<sup>th</sup> May.

Please note that there is only one Parents' Evening slot per student, per subject. Parents will be limited to booking 6 appointments in the first instance and then we will open up to all for further appointments one week later. If you are unable to make an appointment or have any queries or concerns, please contact me at [sryan@bishopramsey.school](mailto:sryan@bishopramsey.school)

If you are unable to schedule an appointment with a member of staff due to all available slots having been taken, please contact the relevant teacher directly via email.

Yours sincerely,

**Mrs S Ryan**  
**Year 7 Director of Learning and Achievement**



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# Parents' Evening System Guide and Useful Information

To make your appointments, please click on the link or visit the website  
<https://bishopramsey.schoolcloud.co.uk/>



## Step 1: Login

Fill out the details on the page then click the *Log In* button. Please note these must match the details we have on our records with those who have parental responsibility and have a priority 1 or 2 contact and must be the student's preferred forename and legal surname. A confirmation of your appointments will be sent to the email address you provide.



## 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*.



## 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.



## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Teacher	Booked	Capacity	Status
Ms. J. Brown	10:00	10	OK
Mrs. A. Wilson	10:00	10	OK
Ms. J. Brown	10:00	10	OK

## Step 5a (Automatic): Book Appointments

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 (Step 5b).



### Step 5b (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.



### 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*.

#### We recommend:

- using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.

#### In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser
- Please test your audio visual settings ahead of your first appointment

#### On the evening:

- login to Parents Evening using the link at the top of this guide, or click the login link from the bottom of the email confirmation you will have received for your appointments
- Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.
- Press the button to join your appointment on the day or to check your audio/visual settings ahead of the meeting (recommended).
- *Proceed to Video Call* followed by *Start Appointment/Start Next Appointment* when your appointment is due to begin – the teacher will begin the session at the appointed time.