



Breckon Hill Primary School

Breckon Hill Road

Middlesbrough

TS4 2DS

Tel: 01642 243044

Part of:



Placing learners and learning at the heart of all that we do.

Headteacher: Mrs J Smith

e-mail: contact@breckonhillprimary.co.uk

website: www.breckonhillprimary.co.uk

March 2024

Dear Parents and Carers,

Parents' Evening Tuesday 26th / Wednesday 27th March Online Appointment Booking

We would like to invite you to meet with your child's class teacher.

This is an important evening and provides you with an opportunity to talk with your child's class teacher about their progress and how they are getting on at school.

We have an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Monday 18th March.

Please visit <https://breckonhill.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included on the back of this letter.) Login with the following information:

Student's First Name: «Forename»

Student's Surname: «Surname»

Date of Birth

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 faithfully,

Mrs Smith
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://breckonhill.schoolcloud.co.uk/>

Please do not forget to make sure you are not including anything in your registration details that can be used to identify you or that could be used to email confirmation – please ensure your email address is correct.

Your Details

Title: First Name: Surname:

Mr • ☐ Rachel ☐ Abbie ☐

Email: Confirm Email:

rsabine@gmail.com rsabine@gmail.com

Student's Details

First Name: Surname: Date Of Birth:

Ben ☐ Abbie ☐ 20 • Aug • 2000 •

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

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.

Click a date to continue

Monday, 13th September
In person & video call

[Open for bookings](#)

Tuesday, 14th September
In person

[Open for bookings](#)

(We're 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 in Next.

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

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

[Next](#)

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 and 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, and press the button to continue.

Choose earliest and latest times



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. There is/are you continue.

Bon Abbot

<input checked="" type="checkbox"/>	Mr J Brown SENCO
<input checked="" type="checkbox"/>	Mrs A Wheeler Class T/A

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 reserved for two minutes. If you're happy with them, please check the Accept button at the bottom.








	Teacher	Student	Subject	Room
17:10	Mr J BINGAP	Ben	English	E1
17:15	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr B Miranara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 7: 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 SENDO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben 	Andrew 	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.

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
 4 appointments from 16:30 to 17:30

Tuesday, 14th September
 Parents Evening

Home
 Attendance
 Subscribe to Calendar

There is to allow parents and teachers to discuss progress and set objectives for 19th and 18th September.
 Note that on the 19th there will be assembly, outside both reception and middle school.

Teacher	Student	Subject
16:15 Mr Mark Lubbuck	James Aaron	English
16:30 Miss Wynne-Paol	James Aaron	Religious Education

September Parents Evening
 4 appointments from 16:30 to 17:30

Monday, 13th September
 Parents Evening

September Parents Evening
 4 appointments from 17:30 to 18:30

Monday, 13th September
 Parents Evening

Step 8: Booking Mode 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*.