



Part of:



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

Breckon Hill Primary School

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September 2024

Dear Parents and Carers,

Parents' Evening Tuesday 1st / Wednesday 2nd October 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 23rd September.

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/>

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.

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*.

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.

Step 4: Select Availability

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

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.

| Teacher | Student | Subject | Room |
|----------------------|---------|-------------|------|
| 17:10 Mr J Brown | Ben | English | E5 |
| 17:25 Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 Dr B Moorhouse | Andrew | French | L4 |

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.

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.

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*.