

Part of: The Legacy Learning Trust Placing learners and learning at the heart of all that we do. Breckon Hill Primary School Breckon Hill Road Middlesbrough TS4 2DS Tel: 01642 243044

Headteacher: Mrs J Smith

e-mail: contact@breckonhillprimary.co.uk website: www.breckonhillprimary.co.uk

14th February 2025

Dear Parents and Carers,

Parents' Evening Monday 10th / Tuesday 11th 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 17th February.

Please visit <u>https://breckonhill.schoolcloud.co.uk/</u> 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/

Title	First Name	Semane
Mis i r	Rachael	Abbit
Emell		Confirm Ernall
rattoti@gnatc	om	rabbat4@gmail.com
student's De	tails	
First Manual	5 - 5	Date Of Burth

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.

Click a date to continue Mondey, 13th September In person 8 video call	Click on the date you wish to book.
Monday, 13th September In person & video call	
Open for lookings	Unable to make all of the dates listed? Click I'm unable to attend.
Tuesday, 14th September In-person > Open für lookings	
On anable to attend	
ents using the sprison belong, and them hit Next. whenevel on your availability In handhar	3: Select Booking Mode Choose <i>Automatic</i> 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 <i>Manual</i> . Then press <i>Next</i> . 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.
ou can attend, select which feachers yo	Step 4: Select Availability
	In parent lange Provide in parent In scalar i

there is a leasther you do re	at winds to a	on, phone critick the	rn befare you cardinae.	
en Abbot				
Mr J Brown SENCO		Mrs A Whoeler Clean 11A		
	0.00			

14:36 ity: 14:00 - 17:00

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.

Johnma	ppointment Time	S		
he following a liv Accept built	ppointments have been re on at the bottom.	served for two min	utes. If you're happy wi	th them, please
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Bon	English	EG
17:10 17:25	Mr J Sinciair Mrs D Mumford	Ben Ben	English Mathematics	E6 M2

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.

e 100	🖌 konstaatings	Distorte to C	lakendar	
Trèsis te allo Note that on t	v parents and teachers to door he 12th them will be notaisses a	exprogress and will tail valiable both in-person	e place on 12th and 14th Teptonises and violation call.	
	Teacher	Student	Subject	
16:15	M-Mark Labbeck	Janua Aaron	English	
16:00	Mass Bina Patal	Juses Aaron	Publicon Education	
2 Septem	ber Parente Evening		Monday, 12th September Video of	

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*.