

Dear Parents,

We are trialling a new platform to replace our traditional meetings between parents and teachers. The meetings will now be a video call between you and your child's teacher. This will give you an opportunity to find out specific academic and pastoral information about your child. This information coupled with the general information Zoom that took place earlier in the term, should give you a really clear picture as to what is happening in school and how your child is progressing. If you were unable to attend the earlier Zoom meetings the presentations can be viewed on our school website.

Attached is a parents' guide for booking appointments. You now need to log on to this website to book your appointment. We have timetabled one appointment per child. Please only book one appointment per child as time is limited.

You will appreciate this system is new to all of us. We hope this goes well and you receive the information you need. We will gather feedback after the cycle has been completed and we will make adjustments accordingly.

Kind regards,

Mrs. McShane

Parents' Guide for Booking Appointments

Browse to <https://ourladyofpity.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*.



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.



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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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*.