

# Midsomer Norton Primary School

'Part of the Midsomer Norton Schools Partnership'

High Street Midsomer Norton Radstock BA3 2DR Tel: 01761 412289 Fax 01761 415896

Exec Headteacher: Mr Alun Randell Head of School: Ms Sarah Biss

office@midsomernortonprimary.co.uk www.midsomernortonprimary.co.uk

#### Face to Face Parents/Carers Evenings

## Tuesday 5th & Thursday 7th March 2024

Dear Parents/Carers,

We are pleased to advise that we will now be offering face to face appointments for parents/carers evenings on **Tuesday 5th & Thursday 7th March 2024- 3:30pm to 6:30 pm.** This will be an opportunity to discuss your child's progress and also to view your child's work in the classroom before or after your appointment.

Please ensure you arrive on time so that appointments can start promptly. Please support your child's teacher to adhere to timings of **10 minutes** per appointment. This ensures we can see all our families over two evenings.

We can only offer **one** appointment per child on either of these dates. If both parents cannot attend the appointment together an alternative appointment (meeting or phone call) will be made for a suitable time by contacting the school office.

In addition to this appointment, parents and carers of children with Special Educational Needs will be contacted to review SEN Support Plans at the end of Term 4.

Please visit the weblink below to book your parents evening appointment.

#### https://midsomernorton.schoolcloud.co.uk

(instructions below if required. If the link does not work, please copy and paste it into your browser)

Please see below the name of teachers available for each evening:

Star - Miss Strophair: Tuesday & Thursday Moon - Mrs Gray: Tuesday & Thursday Mars - Mrs Buffham: Tuesday & Thursday Pluto- Miss Higgins: Tuesday & Thursday Neptune - Mrs Forster: Tuesday & Thursday Saturn - Miss Seymour: Tuesday & Thursday

Jupiter - Mrs Hamilton: Tuesday & Mrs Mallon Thursday

Earth - Mrs Ross: Tuesday Mrs Ross & Mrs Mitchell: Thursday

Mercury- Mrs Cook, Tuesday & Thursday

If you have any further questions please do not hesitate to contact the school office.

Yours Sincerely

The School Office







# **Parents' Guide for Booking Appointments**

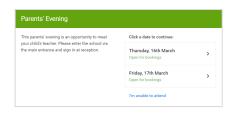
Browse to https://midsomernorton.schoolcloud.co.uk



## Step 1: Login

Fill out the details on the page then click the *Log In* button. Please ensure you use the full names of parents / children & emails you would have provided on data collection sheets

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*.

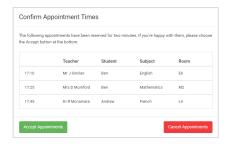
We recommend choosing the automatic booking mode when browsing on a mobile device.



#### **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.



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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.





