



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>

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm 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 hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

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.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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).

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00	+		+

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.



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

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.

The screenshot shows a 'My Bookings' page for 'Year 11 Subject Evening' on Thursday, 17th April. It includes a table with columns for Teacher, Student, Subject, and Room. Below the table, there is a note about parking for parents and a 'Print' button.

Teacher	Student	Subject	Room
Mr J. Brown	Sam	Maths	11
Mr J. Brown	Sam	English	11
Mr J. Brown	Andrew	English	11
Mr J. Brown	Sam	History	11
Miss J. Brown	Andrew	Mathematics	11
Miss J. Brown	Andrew	Science	11

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*.

