

High Littleton C. of E. Primary School, High Littleton, Bristol BS39 6HF

Part of the Midsomer Norton Schools Partnership

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Head Teacher: Mr Gareth Griffith



September 2020

Parents Evenings Monday 12th October and Thursday 15th October 2020

Dear Parents/Carers

The school is offering virtual Parents' Evenings via video call on **Monday 12th October and Thursday 15th October 2020**. You will be able to book your child's 10 minute appointment online from tomorrow (Thursday 1st October) from 6.00pm via the link below. The booking will close on 11th October at 4pm.

<https://highlittleton.schoolcloud.co.uk/>

Please fill out the details on the login page. You will be asked for your title, first name, last name and email address, followed by your child's first name, last name and class. It is important these are filled out using the same details we hold in our database as part of the authentication process for successful login.

The evening has been set up for video calls. You will log onto the same Parents' Evening platform you use to make appointments on the evening, where it will tell you that you have upcoming video appointments.

You can use any device with a microphone or speaker. This may be a mobile phone, laptop, computer or other similar device. If you would prefer not to use the video and just use audio, there will also be an option to disable the video.

You will be able to see a countdown to the time of your appointment and can click to start the appointment. When the teacher is ready, they will begin the consultation.

Each consultation will be **10 minutes long** (again you will be able to see the countdown timer for the duration of the appointment). After this time, the call will automatically cut off to allow the teacher to start the next appointment. The call cannot be extended and if you miss your appointment time, unfortunately we will be unable to reallocate your slot.

Please book only one appointment per child.

I have attached further instructions below to assist you when setting up appointments.

Regards,

Natalie Platten
Secretary



Parents' Guide

DIRECTOR OF PUBLIC HEALTH AWARD

"Love each other as I have loved you." John 15:12

for Booking Appointments

Browse to <https://highlittleton.schoolcloud.co.uk/>

Your Details

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

Email: rabott4@gmail.com, Confirm Email: rabott4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 29 July 2000

Log In

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.

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.

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).



"Love each other as I have loved you." John 15:12

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	○	●	○
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. 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.

Teacher	Student	Subject	Dates
Mr J Brown	Ben	SENCO	KS
Mr J Brown	Ben	English	KS
Mr J Brown	Andrew	English	KS
Mr J Brown	Ben	History	KS
Miss B Patel	Andrew	Mathematics	KS
Mrs A Wheeler	Ben	History	KS

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*.



“Love each other as I have loved you.” John 15:12