

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Flahiser), Surname (Abbot), Email (rab04@gmail.com), and Confirm Email (rab04@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000).

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.

Please note that the two email addresses must match – this is case sensitive!

Your first and last name and your child's date of birth, must match our records.

The screenshot shows a page titled 'September Parents Evening'. It contains a message: 'This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.' Below this is a 'Click a date to continue' section with two options: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). There is also a link for 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click I'm 'unable to attend'.

The screenshot shows a 'Choose Teachers' page. It has a message: 'If there is a teacher you do not wish to see, please unclick them before you continue.' Below this, there is a list of teachers: 'Ben Abbot' (unselected), 'Mr J Brown' (selected), and 'Mrs A Wheeler' (selected). There is a 'Continue to Book Appointments' button at the bottom.

Step 3: Choose Teacher

Select the teacher you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

The only option should be your child's tutor(s).

The screenshot shows a grid for booking appointments. The columns represent teachers: Mr J Brown (SENCO (A2) Ben), Miss B Patel (Class 10E (H3) Andrew), and Mrs A Wheeler (Class 11A (L1) Ben). The rows represent times: 16:30, 16:40, 16:50, and 17:00. A blue checkmark is in the cell for Miss B Patel at 16:30. Green plus signs are in the cells for Mr J Brown and Mrs A Wheeler at 16:50 and 17:00. Grey cells are in the 16:30 and 16:40 rows for Mr J Brown and Mrs A Wheeler.

Step 4: 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.

After reading your child's report, if you have any queries about a particular subject, you should add a message at the time of booking.

Please note, you are unable to add a query that you may need to discuss after the booking has been made.

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 summary page for 'September Parents Evening' on Tuesday, 14th September. It has buttons for 'Print', 'Amend Bookings', and 'Subscribe to Calendar'. A message states: 'This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.' Below this is a table of bookings:

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

At the bottom, there are two expandable sections for 'September Parents Evening' on Monday, 13th September. The first section shows '2 appointments from 16:00 to 16:45' (Video call). The second section shows '2 appointments from 16:00 to 16:45' (In-person).

Step 5: 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*.

You can amend your booking any time before bookings close.