

# Parents' Guide for Booking Appointments

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

Welcome to the 'Senior History Parents' Evening Booking System'. Appointment details can be amended via the 'Book' button on the email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot

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

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	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.**

## September Parents Evening

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.

Click a date to continue

Monday, 13th September

In-person & video call

[Open for bookings](#)

Tuesday, 14th September

In-person

[Open for bookings](#)

[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'.**

Choose Teachers

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

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

## 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).**

	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 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.

September Parents Evening      Tuesday, 14th September

2 appointments from 16:15 to 16:45      in person

[Print](#)   [Amend Bookings](#)   [Subscribe to Calendar](#)

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.

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

September Parents Evening      Monday, 13th September

2 appointments from 16:00 to 16:45      Video call

September Parents Evening      Monday, 13th September

2 appointments from 15:00 to 15:45      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.**