

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 (a dropdown menu with 'Mrs' selected), First Name (containing 'Rabbit'), and Surname (containing 'Abbot'). Below these are Email and Confirm Email fields, both containing 'rabbot4@gmail.com'. The 'Student's Details' section has fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date Of Birth (a date picker showing 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). Each date has a right-pointing arrow and a link 'Open for bookings'. At the bottom, there is a link '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 untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher selection boxes: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both boxes have a green checkmark in the top left corner. At the bottom, there is a green button labeled '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).

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 cell with a checkmark is at the intersection of Miss B Patel and 16:30. Green cells with a plus sign are at the intersections of Mr J Brown and 16:50, Mrs A Wheeler and 16:50, Mr J Brown and 17:00, and Mrs A Wheeler and 17:00. Grey cells are at the intersections of Miss B Patel and 16:50, and Mrs A Wheeler and 16:30.

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'. At the top, it says 'September Parents Evening' and 'Tuesday, 14th September' (in-person). There are links 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 with columns for Teacher, Student, and Subject. The table has two rows: 16:15 with Mr Mark Lubbock, Jason Aaron, and English; and 16:30 with Miss Bina Patel, Jason Aaron, and Religious Education. At the bottom, there are two expandable sections for 'September Parents Evening' on Monday, 13th September. The first section is for a video call from 16:00 to 18:45, and the second is for an in-person session from 15:00 to 15:45.

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.