# **Parents' Guide for Booking Appointments**



Browse to https://bourne.schoolcloud.co.uk/



#### 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.

### Step 2: Select Parents' Evening

Click on the date you wish to book.

Wednesday 28 March 2021

Unable to make all of the dates listed? Click I'm unable to attend.

# **RE: Year 10 Parent Teacher Consultation Evening**

Dear Parents/Carer,

I am writing to you to invite you to attend a virtual Parent Teacher Consultation Evening (PTC) for students in Year 10 which will take place between 3pm-6pm on Wednesday 5 May

We know that communication between home and school is an important part in supporting our young people to be as successful as possible, and although we are once again not able to invite you into school to meet us, we are very much looking forward to meeting with you online.

Following our previous PTC earlier in the year we have now refined our systems and will be using the School Cloud System to book appointments. We have used the programme and have received good feedback on the ease of use and efficiency for parents.

The appointment booking system will be available from **6pm today** via the link below. We have attached a useful guide to support you with the booking process. The only requirements for booking appointments are the use of your email address and your child's name and date of birth. https://bourne.schoolcloud.co.uk/

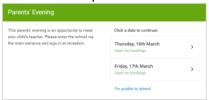
For a written and video guide on how to access your appointments on the evening please click here.

We look forward to welcoming you online once again.

Yours sincerely

# Mr J Perkins







#### **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.



#### **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.



#### 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).



## 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.

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.



#### 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*.