

# HERITAGE PARK PRIMARY SCHOOL

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30 January 2024

Miss K Bell B. Ed. Hons. (Cantab)

Headteacher:

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**Dear Parents and Carers** 

# <u>Spring Term 2024 Parent Consultations - Online Appointment Booking Service for Face-to-Face Appointments</u>

I would like to invite you to attend our Spring term face-to-face Parents' Consultations that will be held in the main school hall.

All year groups will have their parents' consultations on **Monday 25 March 2024 and Wednesday 27 March 2024**.

Our online appointment booking system will allow you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from now until **Friday 22 March at 6.00pm.** Please ensure you book your appointment before this time in order to avoid causing additional work for the administration staff.

There will be one appointment slot available per child lasting ten minutes. We kindly request that parents who do not wish to attend together, acknowledge that their appointment time will be shared between them. Please liaise together to agree an appropriate appointment.

Please visit <a href="https://heritagepark.schoolcloud.co.uk/">https://heritagepark.schoolcloud.co.uk/</a> to book your appointment.

If you have any issues completing your appointment booking, please contact the school office.

Please note, review meetings for those children with PSP targets will take place in the week commencing Tuesday 27 February 2024.

Kind regards,

Miss Bell Headteacher



# **Parents' Guide for Booking Appointments**



Browse to https://heritagepark.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.

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



## **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: Select Availability**

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



## **Step 5: Choose Teachers**

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 6: Book Appointments (Automatic)**

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.



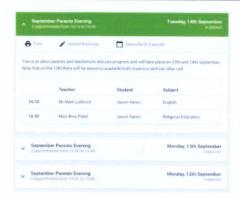
# **Step 7: Book Appointments**

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 8: 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.