



## HERITAGE PARK PRIMARY SCHOOL

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Peterborough  
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Headteacher:  
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30 January 2024

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Dear Parents and Carers

**Spring Term 2024 Parent Consultations - Online Appointment Booking Service for Face-to-Face Appointments**

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 <https://heritagepark.schoolcloud.co.uk/> 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/>

Remember to use correct naming systems, ensuring spelling of names and appointments can be accurately recorded. Your user email confirmation - please ensure your email address is correct.

**Your Details**

Title:  First Name:  Surname:

Mr Mrs Miss Ms Ms Rachel About

Email:  Confirm Email:

rutab4@gmail.com rutab4@gmail.com

**Student's Details**

First Name:  Surname:  Date Of Birth:

Eve About 26 July 2008

## 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.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 12th and 14th September.  
Note that on the 12th there will be sessions available both in person and via video call.

Click a date to continue

Monday, 12th 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 all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**  
Automatically book the best possible times based on your availability

☐ **Manual**  
Choose the time you would like to see each teacher

[Next](#)

## 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.

**Choose Teachers**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue

Choose earliest and latest times

14:00 14:28 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

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

**Choose Teachers**

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

Ben Abbot

☒ Mr J Brown ☒ Mrs A Wheeler

[Continue to Book Appointments](#)

## 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.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Brown	Sam	English	E1
Mrs C Whitford	Jack	Mathematics	M2
Dr R Morgan	Andrew	French	F4

[Accept Appointments](#) [Cancel Appointments](#)

## 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.



	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 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.

September Parents Evening			Tuesday, 14th September
7 appointments from 16:30 to 16:45			in person
<a href="#">Print</a> <a href="#">Amend Bookings</a> <a href="#">Subscribe to Calendar</a>			
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 2 appointments from 16:30 to 16:45			Monday, 13th September video call
✓ September Parents Evening 2 appointments from 16:30 to 16:45			Monday, 13th September in person

## 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*.