

# Parents' Guide for Booking Appointments

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

email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbit4@gmail.com Confirm Email: rabbit4@gmail.com

**Student's Details**

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

These details **MUST** match those held by the school to gain access to the system.

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 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 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 14:36 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  
SENCO
- ☒ Mrs A Wheeler  
Class 11A

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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Moramara	Andrew	French	L4

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.

