

Parents' Guide for Booking Appointments

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

WELCOME TO THE "PARENTS' EVENING" BOOKING SYSTEM. APPOINTMENTS CAN BE ENTERED VIA EITHER YOUR OWN email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@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.

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 any 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 *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

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 4: Choose Teachers

Click on your child's Teacher's name (in classes with more than 1 teacher, both Teacher's names will show – you are unable to specify which Teacher you would prefer to see). A green tick indicates they're selected. Click on continue to book appointment.

	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 5: 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.

Once you're finished booking your appointment a green box will appear. If you wish to invite a second parent to the appointment click the green box where it says [Click here](#).

Click on the appointment you would like to invite the second parent to then enter the email address of the person you wish to invite. The parent will receive an email with the appointment time and a link to join the video appointment.

All attendees should retain the email as this is the link to join the appointment. We suggest logging in a couple of minutes before the call is due to start and the appointment will start automatically at the allocated time. Please ensure that when you login, you press on the blue button which says "Proceed to Video Call".

All appointments will end automatically after 10 minutes to ensure teachers run to time for following appointments.

September Parents Evening
2 appointments from 16:18 to 16:45
Tuesday, 14th September
In person

Print Amend Bookings Subscribe to Calendar

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 16:00 to 16:45
Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:30 to 15:45
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*.