

# Kingsway Junior School

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Deputy Headteacher – Mrs A Akers

"Developing confident, enthusiastic and happy learners"

Dear Parents/Carers

Parent/ Teacher Consultation – Year 3-6
Tuesday 22<sup>nd</sup> and Thursday 24<sup>th</sup> October 2024 – Online Appointment Booking System

We would like to invite you to attend our Parent/Teacher Consultations on Tuesday 22<sup>nd</sup> October from 3.30pm to 6.00pm or Thursday 24<sup>th</sup> October from 5.00pm to 7.30pm. This is an important meeting and provides you with the opportunity to hear how your child is progressing and how you can support him/her at home.

Consultations will be held in the School Hall and will last for 10 minutes. Your child's work will be in the School Hall clearly marked with their name for you to have a look through before you go to the consultation. It will be helpful to arrive a little earlier to look through the books.

Appointments are made via our online booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The booking line will open at 5pm on Thursday 10<sup>th</sup> October and will close at 3.30pm on Monday 21<sup>st</sup> October. Should you wish to make any changes after this date please contact the school office.

Please visit <a href="https://kingswayjuniors.schoolcloud.co.uk">https://kingswayjuniors.schoolcloud.co.uk</a> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name Student's Surname Date of Birth

We would welcome any feedback regarding this system.

Yours sincerely

The School Office

### **Parents' Guide for Booking Appointments**

Browse to https://kingswayjuniors.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**

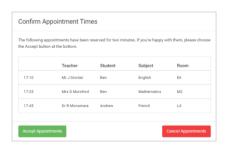
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



#### **Step 4: 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

You're now on the My Bookings page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page 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*.