



Kingsway Junior School

BRIAR ROAD, WATFORD, HERTS. WD25 0JH

Telephone: 01923 672583



www.kingswayjm.herts.sch.uk

Headteacher – Ms J Beale

admin@kingswayjm.herts.sch.uk

Deputy Headteacher – Mrs A Akers

“Developing confident, enthusiastic and happy learners”

Dear Parents/Carers

Parent/ Teacher Consultation – Year 3-6

Tuesday 22nd and Thursday 24th October 2024 – Online Appointment Booking System

We would like to invite you to attend our Parent/Teacher Consultations on Tuesday 22nd October from 3.30pm to 6.00pm or Thursday 24th 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 10th October and will close at 3.30pm on Monday 21st October. Should you wish to make any changes after this date please contact the school office.

Please visit <https://kingswayjuniors.schoolcloud.co.uk> 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>

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

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

Student's Details

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

[Log in](#)

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March Open for bookings	>
Friday, 17th March 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

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

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

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.

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 Monamara	Andrew	French	L4

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

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).

	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 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.




Home




My Bookings



My Calendar



My Attendance



My Test

Year 11 Parents Evening

Wednesday 10th April

Thursday 11th April

Home

My Bookings

My Calendar

The parent evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for Year 11. Please arrive at the school 15 minutes before the start of the evening. Parking is available in the main school car park.

Teacher	Students	Subject	Room
12:00	Mr Johnson	Maths	1201
12:15	Mr Johnson	Math	1201
12:30	Mr Johnson	Maths	1201
12:45	Mr Johnson	Maths	1201
13:00	Mr Johnson	Maths	1201
13:15	Mr Johnson	Maths	1201
13:30	Mr Johnson	Maths	1201
13:45	Mr Johnson	Maths	1201
14:00	Mr Johnson	Maths	1201

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*.