

High Littleton C. of E. Primary School, High Littleton, Bristol BS39 6HF

Part of the Midsomer Norton Schools Partnership

Tel: 01761 470622 Fax: 01761 472800

Email: office@highlittletonschool.com

Web: www.highlittletonschool.com

Head Teacher: Mr Gareth Griffith

Friday, 20th September 2024



Dear Parents/Carers,

Parents' Evenings Monday, 14th October and Thursday, 17th October 2024

Our Autumn Parents' Evening will be held on **Monday, 14th October 3:30pm - 6:30pm** and **Thursday, 17th October 3:30pm - 5:30pm**. We will be using the School Cloud website for bookings for this event.

Please note that you can only book and appointment **from 6.00pm on 30th September** via the link below:
<https://highlittleton.schoolcloud.co.uk/>

The booking will close on Monday 14th October at midday.

Please fill out the details on the login page. You will be asked for your title, first name, last name and email address, followed by your child's first name, last name and class including the word class i.e. Owl **Class**. It is important these are filled out using the same details we hold in our database as part of the authentication process for successful login.

The parents' evenings will be held in person, and you are invited to come into school via the main office at the time of the appointment. Please only book one appointment per child, this is to ensure that all parents can be allocated a slot and we request that both parents attend the same time slot wherever possible - If this is not possible, please contact the school office to discuss.

I have attached further instructions below to assist you when setting up appointments.

Regards,

Natalie Platten
Secretary

"Love each other as I have loved you" John 15:12



Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

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

Mr J Brown

SENCO

Mrs A Wheeler

Class 11A

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.

01:20 Please confirm your appointments within 2 minutes

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 O 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.

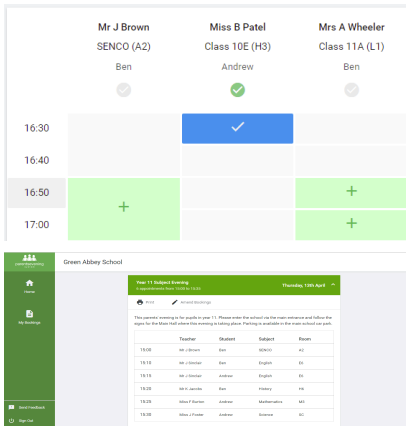
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

"Love each other as I have loved you" John 15:12



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. 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

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*.

“Love each other as I have loved you” John 15:12

