



September 2021

Dear Parent/Carer,

Tutor Evening, 7th October - Online Appointment Booking

I would like to invite you to attend our Tutor Evening on Thursday 7th October, 2021. The appointment will be with your child's tutor and will provide you with an opportunity to discuss your child's start to the year. You can book an appointment with your child's Head of Year or Pastoral Manager if you wish but an appointment with the tutor should be the first port of call.

The school introduced a new intuitive and easy to use online video appointment booking system last year. Parents and Carers will be able to access through all electronic devices, laptops, tablets and smart phones. This allows you to choose your own appointment times and receive a confirmation email of your timeslots. We would welcome any feedback you have in relation to this way of running these evenings.

We limit the discussion time with each tutor to five minutes. If, however, you feel that a longer discussion is necessary an additional appointment can be made, by emailing the school office. Appointments can be made from midday on Friday 1st October until Wednesday 6th October. Should you wish to make any changes after the closure date please email our school office: office@castlerocksch.uk.

Please visit <https://castlerock.schoolcloud.co.uk/> to book your appointments. A short guide and video link on how to add appointments is included with this letter. Login with the following information:

- **Your details:**
 - Title
 - First Name
 - Surname
 - Email
- **Student's Details:**
 - First Name
 - Surname
 - Date of Birth

If you do not have access to the internet, please email the school office who will arrange for tutors to contact you to enable a telephone conversation at a later date.

Yours faithfully

D Baldwin
Head of School

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

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 2009

[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 unlick 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.

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 Minamara	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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

16:30: Miss B Patel (Class 10E (H3)) - Ben - Mathematics - M2

16:40: Miss B Patel (Class 10E (H3)) - Ben - Mathematics - M2

16:50: Mr J Brown (SENCO (A2)) - Ben - English - E6

17:00: Mr J Brown (SENCO (A2)) - Ben - English - E6

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

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*.

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