

Attached to this letter is a 'Parents' Guide for Booking Appointments'. This is a step by step guide for booking appointments. If you require further assistance please do not hesitate to contact the academy.

In addition, if you do not have access to the internet or have any queries, please contact the school office or your child's college directly and we will be happy to add appointments on your behalf.

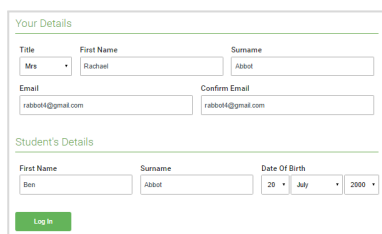
We look forward to meeting with you and discussing your child's progress. Thank you for your continued support and involvement in your child's education.

Yours sincerely,

S.Fatania
Assistant Principal

Parents' Guide for Booking Appointments

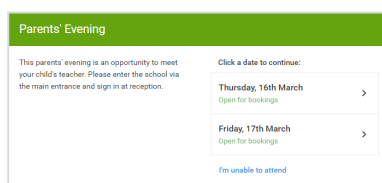
Browse to <https://stroodacademy.schoolcloud.co.uk/>



Step 1: Login

Fill out the details on the page, these need to be exactly as we have on our system then click the *Log In* button.

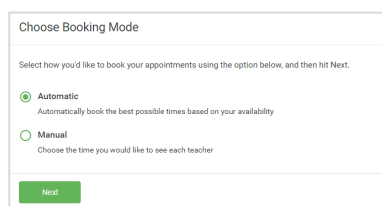
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select the correct event.

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.



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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 choose 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 E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monama	Andrew	French L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you choose 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 isn'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	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.

Year 11 Student Booking

Thursday 10th April

This parent meeting is for parents of year 11. Please visit the school on the next business day and follow the signs for the Reception when the meeting is taking place. Parents are advised to wear their school uniform.

Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO A2
16:10	Mr J Sinclair	Ben	English E5
16:20	Mr J Sinclair	Andrew	English E5
16:30	Mr A Wheeler	Ben	Maths M2
16:40	Miss B Patel	Andrew	Mathematics M2
16:50	Mrs A Wheeler	Andrew	SENCO A2

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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