

# Brampton Village Primary School, Brampton, Huntingdon, Cambs. PE28 4RF

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Headteacher: Mr Peter Allen

30<sup>th</sup> September 2021

Dear Parents/Carers,

I am writing to outline the arrangements for Parent Consultations this term which will continue to be held virtually. Many other schools are also continuing with this practice and once again we will be using the video facility within the Parents Evening booking system that we have in school.

The meetings are being held over the following dates and times (please note that not all teachers may be available during all of these times):

Tuesday 19th October3.30pm - 7.00pmWednesday 20th October3.30pm - 7.00pmThursday 21st October3.30pm - 7.00pm

Each appointment will last for 10 minutes and as usual booking will be through our electronic sign-up system which will open on **Tuesday 5<sup>th</sup> October** at **7.00pm**. Please can you check that you can log on before this although it will show that bookings are currently locked. Please contact the school office as soon as possible if there is a problem with this or any other issue.

The website you need is <a href="https://bramptonvillage.parentseveningsystem.co.uk">https://bramptonvillage.parentseveningsystem.co.uk</a> and there is a link to this on the front page of the school website. A guide is available at the end of this letter and also by going to <a href="http://www.brampton.cambs.sch.uk/website/consultations/223815">http://www.brampton.cambs.sch.uk/website/consultations/223815</a>. We are not able to offer separate appointments for individual parents but the system does has the facility to invite another parent to the consultation.

In order to help the meetings go as smoothly as possible please follow the guidelines below.

- Adults should be responsible for setting up the call at home.
- Please make sure that you are ready before your appointment. Each appointment is timed and cannot overrun into the next one.

## Useful links:

<u>Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening</u> (parentseveningsystem.co.uk)

<u>Video: Parents - invite another parent/guardian to join your appointments - SchoolCloud Parents Evening (parentseveningsystem.co.uk)</u>

Staff welcome the opportunity to discuss how your child has settled back into school and how they are working. We recognise that individual circumstances will vary considerably in the technology that families have access to and the available spaces in the family home and if using video is not possible then please contact me at school.

Yours sincerely,

Mr Peter Allen Headteacher

**Brampton Village Primary School** 

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# **Parents' Guide for Booking Appointments**

Browse to https://bramptonvillage.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*.

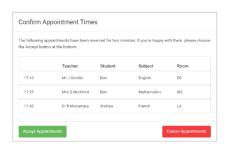
We recommend choosing the automatic booking mode when browsing on a mobile device.



#### **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

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.