

**GFSchools** Believe Learn Flourish

> With Faith Hope Love



Pam Acheson Executive Headteacher

16 November 2021

Dear Parents/Carers,

# Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening week beginning 22.11.21. Due to Covid restrictions, we are having to run these meetings remotely.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous telephone system and welcome any feedback.

Appointments can be made from today at 4pm and will close on 21<sup>st</sup> November at 11pm. Should you wish to make any changes after this date please contact the school office.

Please visit <u>https://fountains.schoolcloud.co.uk</u> to book your appointments.

**STEP 1:** Login with the following information:

from the em	the Fountains Church o ail confirmation - please	f England Primary Schoo e ensure your email addr	ol booking system. ess is correct.	Bookings c	an be amended v	ia a link	
Your De	tails						
Title	First Name	First Name		Surname			
Email			Confirm Email				
Student	's Details						
First Name		Surname		Date of Birth			
First Name							

## **STEP 2: Select Parents' Evening**

Click on the date you wish to book.

Miss Wray will be offering appointments on Tuesday 23<sup>rd</sup> November from 3:40-4:40 and on Wednesday 24<sup>th</sup> November from 1-2:30.

Mrs Micklefield will be offering appointments for all the <u>Year 2</u> children on Monday 22<sup>nd</sup> from 9:40-10:30 and 3:40-5.

**Miss Thewsey** will be offering appointments for all the <u>Year 1</u> children on **Friday 26<sup>th</sup> from** 8:45-12 and then 3:45 - 5:15.

Mrs Lewis will be offering appointments for the <u>Year 4</u> children on Wednesday 24<sup>th</sup> from 3:40-6pm.

Mrs Donaldson will be offering appointments for the <u>Year 3</u> children on Friday 26<sup>th</sup> from 2:20-3 and from 4-5pm.

Mrs Barker with be offering appointments for the Y5/6 children on Monday 22<sup>nd</sup> from 1:30-5 and on Tuesday 23<sup>rd</sup> from 3-5pm.

### **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.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

### **Step 4: Choose Teachers**

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 5: Book Appointments (Automatic)

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.

If you have any problems booking your appointments then please contact Mrs Acheson <u>headteacher@gfschools.co.uk</u> or call 01765 620631.

Yours sincerely

Pam Acheson Executive Headteacher