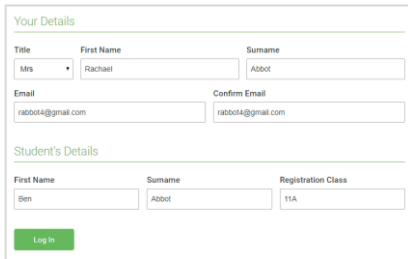


Browse to <https://barnhamprimaryschool.schoolcloud.co.uk/>



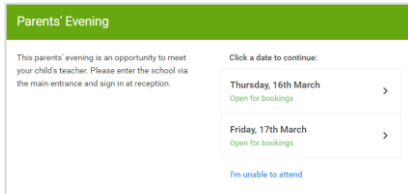
The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (raboot4@gmail.com), and Confirm Email (raboot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Registration Class (11A). A green 'Log In' button is at the bottom left.

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.

Please ensure you use the Registration Class details as set out in the letter.

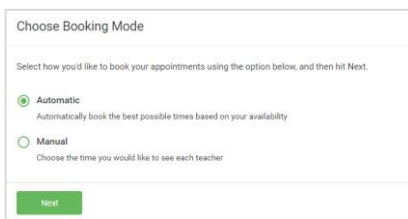


The screenshot shows a 'Parents' Evening' booking screen. It includes a green header, a descriptive paragraph, and a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and 'Open for bookings' text. A blue link 'I'm unable to attend' is at the bottom.

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*.



The screenshot shows a 'Choose Booking Mode' screen. It includes a header, a descriptive paragraph, and two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom left.

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.

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).

	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.

My Bookings

Home 11 Bookings

Home 11A App

Home 11B App

Home 11C App

Home 11D App

Home 11E App

Home 11F App

Home 11G App

Home 11H App

Home 11I App

Home 11J App

Home 11K App

Home 11L App

Home 11M App

Home 11N App

Home 11O App

Home 11P App

Home 11Q App

Home 11R App

Home 11S App

Home 11T App

Home 11U App

Home 11V App

Home 11W App

Home 11X App

Home 11Y App

Home 11Z App

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs A Wheeler	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Minamara	Andrew	Mathematics	M2
Miss B Patel	Andrew	French	L4
Mrs A Wheeler	Andrew	French	L4

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*.