

Box CE VC Primary School High Street, Box Corsham Wiltshire SN13 8NF

Headteacher: Jo French

Thursday 8<sup>th</sup> October 2020

Dear Parents,

## Virtual Parents' Evenings - Thursday 15th & Tuesday 20th October

We will be holding our parents' evening on Thursday 15<sup>th</sup> October and Tuesday 20<sup>th</sup> October from 3:40pm until 6:40pm. To keep everyone safe appointments will take place by video call using SchoolCloud, a secure online parents' evening system you can use on smartphones and computers with an internet browser; there is nothing to download or install. It has an easy to use online booking system that allows you to choose your own appointment time with your child's teacher and you will receive an email confirming your appointment.

Appointments will be 10 minutes long and will automatically end so that teachers can move on to their next appointment. This does mean that all appointments will be to time! Appointments can be made from 5pm today and will close at 8pm on Wednesday 14<sup>th</sup> October. Should you wish to make any changes after this date please contact the school office. To book your appointments go to <a href="https://box.schoolcloud.co.uk">https://box.schoolcloud.co.uk</a>, a short guide on how to add appointments is included in this letter. To login you will need to use your child's name and date of birth as well as your name and email address.

To attend your appointment you simply need to log back in to the system prior to the start time and click the green 'Join Video Appointments' button that will be visible. A guide on how to attend video appointments is available on the school website.

If you have any problems logging on and booking an appointment please call the office and Tracey will do her best to help. We really hope that SchoolCloud will be a good solution to parents' evening during the Covid-19 pandemic and that the evenings will run smoothly. If there are any technical issues please bear with us and we will try and rectify them as soon as possible.

Yours sincerely

Jo French













# Parents' Guide for Booking Appointments

Browse to https://box.schoolcloud.co.uk/



#### STEP 1: LOGIN

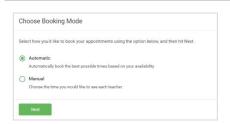
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.



#### 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.

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*.