



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

Headteacher: Jo French

Thursday 8th October 2020

Dear Parents,

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

We will be holding our parents' evening on Thursday 15th October and Tuesday 20th 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 14th October. Should you wish to make any changes after this date please contact the school office. To book your appointments go to <https://box.schoolcloud.co.uk>, 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/>

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbit4@gmail.com | Confirm Email: rabbit4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

Log In

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

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.

Time	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)) | **Miss B Patel** (Class 10E (H3)) | **Mrs A Wheeler** (Class 11A (L1))

Ben | Andrew | 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. 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 Subject Overview (Thursday, 16th April)

Time	Teacher	Student	Subject	Room
15:05	Mr Johnson	Ben	English	A1
15:15	Mr Johnson	Ben	English	A1
15:25	Mr Johnson	Ben	English	A1
15:35	Mr Johnson	Ben	English	A1
15:45	Mr Johnson	Ben	English	A1
15:55	Mr Johnson	Ben	English	A1

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*.