

KDS/JSS

7 January 2025



Dear Parent/Carer

Year 10 Parents' Evening - Thursday 16 January 2025

I would like to invite you to attend the Year 10 Parents' Evening which will be held on Thursday 16 January 2025 between 4.30 pm and 7.30 pm in the Sports Hall on the Cherbourg Campus.

This evening is a chance to discuss your child's progress with each subject teacher and what they need to do to achieve their full potential. You may also wish to make an appointment with their form tutor or Year Leader, who will also be in attendance if there are any other issues you would like to discuss. Mrs Smith, Careers Adviser, will be in attendance if anyone has any queries about careers or work experience.

The school will be using the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Thursday 9 January 2025 at 9.00 am. Please visit <https://crestwoodcommunity.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter.

We will be using an online appointment booking system. This allows you to choose your appointment times with teachers and you will receive an email confirming your appointments. There will be a timing system in place in the evening, to make sure appointments run on time.

If you have difficulty using the software please contact itsupport@crestwood.hants.sch.uk

Parents' evenings are a great opportunity for both parents and teachers to work together to support your child and give them the best possibility of success. We normally ask parents to complete a questionnaire during the evening. We will have paper copies of the questionnaire available on the night. However, parents can complete this online version before attending the evening. If you click on this link – [Parent Feedback](#) you will be able to leave us your views.

Yours sincerely

Krista Dawkins
Headteacher

Crestwood Community School

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: adminoffice@crestwood.hants.sch.uk Tel: 023 8064 1232 Web: www.crestwood.hants.sch.uk



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Parents' Guide for Booking Appointments

Browse to <https://crestwoodcommunity.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 (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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.

The screenshot shows a green header 'Parents' Evening'. Below it, text explains the purpose of the evening. A 'Click a date to continue:' section lists 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. 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 asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

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.

The screenshot shows a 'Choose Teachers' screen. It asks if there is a teacher the user does not wish to see. Below, under 'Ben Abbot', there are two teacher options: 'Mr J Brown' and 'Mrs A Wheeler', both with green checkmarks. A green 'Continue to Book Appointments' button is at the bottom.

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.

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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 McNamara	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.

Step 6: Finished

My Bookings

Thanking 12th April

Amend Bookings

Please note bookings for pupils in year 11. Please enter the school on the next entrance and follow the signs to the school hall where the evening is taking place. Bookings are available for one school per year.

Teacher	Student	Subject	Room
16:30 Mr Brown	Ben	English	E6
16:30 Mr Sinclair	Ben	English	E6
16:30 Mr Sinclair	Andrew	English	E6
16:30 Mr Wheeler	Ben	History	H4
16:30 Mrs A Wheeler	Andrew	Mathematics	M2
16:30 Mrs J Foster	Andrew	Science	S2

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*.

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