

21 January 2025

Dear Parents/Carers

# Year 7 Parents' Evening Thursday 30 January 2025 – 4.30-7.30pm – Cherbourg Campus

We will be holding a Year 7 Parents' Evening for parents and students on Thursday 30 January 2025 from 4.30-7.30pm. The evening will be held 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.

We will be using an 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 now and up to 6.00pm on Wednesday 29 January 2025. Please visit <a href="https://crestwoodcommunity.schoolcloud.co.uk/">https://crestwoodcommunity.schoolcloud.co.uk/</a> to book your appointments. A short guide on how to book appointments is included with this letter.

If you have difficulty in using the software please contact our IT team by using the 'Contact Us' form on the website, <a href="https://www.crestwood.hants.sch.uk/contact-us/">https://www.crestwood.hants.sch.uk/contact-us/</a>

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 at all parents' evenings; please click on this link – <u>Parent Feedback</u> to complete.

Yours sincerely

Mrs Y Scott Assistant Headteacher Mr Whittick

Assistant Headteacher



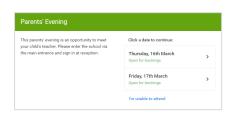
# Parents' Guide for Booking Appointments

Browse to https://crestwoodcommunity.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*.

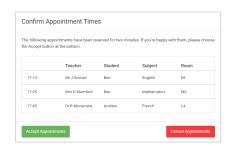
We recommend choosing the automatic booking mode when browsing on a mobile device.



# **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.

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

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.