

TNH/JSS

12th January 2021



Dear Parent/Carer

I would like to invite you to attend the Year 11 Parents' Evening which will be held on Thursday 28th January 2021 between 5pm and 7.30pm. Due to the National Lockdown this evening will be held virtually.

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, Year Leader or one of the Senior Leadership Team, who will also be in attendance, if there are any other issues you would like to discuss.

As this will be a virtual event, the school has introduced a new intuitive and easy to use 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 today, Tuesday 12th January and will close on Wednesday 27th January. Please visit <https://crestwoodcommunity.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. On the evening you will be able to log on to the system and access your meetings through video conferencing software. Here is a link which explains how the video conferencing will work for your appointments. Please click on this link – [Video Conferencing](#).

If you have difficulty in using the software please contact the Mr Vass, Year Leader on the Cherbourg Campus, ben.vass@crestwood.hants.sch.uk or, Mr Buckingham, Year Leader, on the Shakespeare Campus, joshua.buckingham@crestwood.hants.sch.uk who will be happy to assist you.

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. Again, due to the virtual nature of the evening, we are asking parents to complete an online feedback form. If you click on this link – [Parent Feedback](#) you will be able to leave us your views.

We are confident this will be an improvement to the previous system and welcome any feedback. If you would like to discuss this further, then please do not hesitate to contact me via email on tim.nash@crestwood.hants.sch.uk

I look forward to seeing you.

Yours sincerely

Tim Nash
Head of School – Cherbourg Campus
Pastoral Lead

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 'Your Details' form contains the following fields:

- Title: Mrs (dropdown)
- First Name: Rachael
- Surname: Abbot
- Email: rabbot4@gmail.com
- Confirm Email: rabbot4@gmail.com

Below this is the 'Student's Details' section:

- First Name: Ben
- Surname: Abbot
- Date Of Birth: 20 July 2000 (calendar)

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 'Parents' Evening' screen shows a green header and a description: "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." It includes a "Click a date to continue:" section with two options:

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

A 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 'Choose Booking Mode' screen asks to "Select how you'd like to book your appointments using the option below, and then hit Next." It has two radio button options:

- Automatic**
Automatically book the best possible times based on your availability
- Manual**
Choose the time you would like to see each teacher

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 'Choose Teachers' screen has a note: "If there is a teacher you do not wish to see, please untick them before you continue." It shows a list of teachers under the name "Ben Abbot":

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

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 Monamara	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.

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 11: Selected Bookings
Thank you, 10th Sept

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Andrew	English	E6
Mr J Brown	Ben	History	H2
Miss B Patel	Andrew	Mathematics	M2
Miss B Patel	Andrew	Science	S1

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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