

TNH/JSS

5th February 2021



Dear Parent/Carer

I would like to invite you to attend the Meet the Tutor Parents' Evening which will be held on Thursday 25th February between 3.30pm and 7.30pm. This is parents of children in Year 7 to 10. Due to the National Lockdown this evening will be held virtually.

This evening is a chance to discuss your child's progress, during lockdown, with your child's tutor. You may also wish to make an appointment with their Year Leader, 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. We used this system for our recent Year 11 Parents' Evening and parents found it easy to use. We listened to feedback from parents and we have allocated longer meeting times.

Appointments can be made from Saturday 6<sup>th</sup> February and will close on Wednesday 24<sup>th</sup> February. 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. I have attached 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 either myself, Andrew Whittick - [andrew.whittick@crestwood.hants.sch.uk](mailto:andrew.whittick@crestwood.hants.sch.uk) or Sam Clark our Network Manager - [sam.clark@crestwood.hants.sch.uk](mailto:sam.clark@crestwood.hants.sch.uk) and we 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 will send you an online feedback form after the evening to gauge your views on the school and the evening itself.

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](mailto:tim.nash@crestwood.hants.sch.uk).

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](mailto:adminoffice@crestwood.hants.sch.uk) Tel: 023 8064 1232 Web: [www.crestwood.hants.sch.uk](http://www.crestwood.hants.sch.uk)

Browse to <https://crestwoodcommunity.schoolcloud.co.uk/>

**Your Details**

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

Email: rabbot4@gmail.com, Confirm Email: rabbot4@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 unselect 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.

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).

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
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.

**My Bookings**

View 11 Bookings

This parent message is valid for 2 years. If you cannot see a subject in the table below and please the age for the class that shows this morning is being shown. Booking is available for the class shown on each row.

Teacher	Student	Subject	Room
17:00 Mr J Brown	Ben	English	E6
17:10 Mr J Brown	Ben	English	E6
17:20 Mr J Brown	Ben	English	E6
17:30 Mr J Brown	Ben	English	E6
17:40 Mr J Brown	Ben	English	E6
17:50 Mr J Brown	Ben	English	E6
18:00 Mr J Brown	Ben	English	E6
18:10 Mr J Brown	Ben	English	E6
18:20 Mr J Brown	Ben	English	E6
18:30 Mr J Brown	Ben	English	E6

## 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*.