

TNH/JSS

20 April 2021



Dear Parent/Carer

### **Year 10 Parents' Evening - Thursday 29 April 2021**

I would like to invite you to attend the Year 10 Parents' Evening which will be held on Thursday 29th April 2021 between 4.30pm and 7.30pm. Due to the Government guidance 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 or 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.

Appointments can be made from today and will close on Wednesday 28<sup>th</sup> April. 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 Mr Vass, Year Leader on the Cherbourg Campus, [ben.vass@crestwood.hants.sch.uk](mailto:ben.vass@crestwood.hants.sch.uk) or, Mr Buckingham, Year Leader, on the Shakespeare Campus, [joshua.buckingham@crestwood.hants.sch.uk](mailto: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.

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](mailto:adminoffice@crestwood.hants.sch.uk) Tel: 023 8064 1232 Web: [www.crestwood.hants.sch.uk](http://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: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). In the 'Student's Details' section, there are 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 screen titled 'Parents' Evening'. It contains a paragraph explaining the event, a section 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and 'Open for bookings' text. At the bottom, there is a link '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. Below 'Automatic' is the text 'Automatically book the best possible times based on your availability'. Below 'Manual' is the text '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.

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Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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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 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) 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.

My Bookings

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO A2
16:30	Mr J Brown	Ben	SENCO A2
16:50	Mr J Brown	Andrew	SENCO A2
17:00	Mrs A Wheeler	Ben	SENCO A2
17:00	Mrs A Wheeler	Andrew	SENCO A2
17:00	Mrs A Wheeler	Andrew	SENCO A2

## 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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