



CRESTWOOD  
COMMUNITY SCHOOL

13 January 2022

Dear Parents/Carers

**Year 7 Parents' Evening**  
**Thursday 3 February 2022 – 4.30-7.30pm – Virtual**

We will be holding a Year 7 Parents' Evening for parents and students on Thursday 3rd February 2022 from 4.30-7.30pm. 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.

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 from Monday 17th January 2022. 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 Mr Clark or Mr Willmore, our IT Technicians, for assistance. You can contact them by emailing [itsupport@crestwood.hants.sch.uk](mailto: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. 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

Mrs Goodridge  
Assistant Headteacher

Mr Whittick  
Assistant 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 form is divided into 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 'Log In' button is located at the bottom left.

### 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 screen has a green header 'Parents' Evening'. Below it, a message states: '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.' To the right, a section titled 'Click a date to continue:' lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings'. At the bottom, there is a link that says '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 screen is titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A '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 screen is titled 'Choose Teachers'. It includes a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher selection boxes: 'Mr J Brown' (SEND) and 'Mrs A Wheeler' (CISSE T1A), both with green checkmarks. A '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.

Time	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.

View 11 Selected Bookings

Thursday 13th April

This page lists bookings for pupils in year 11. Please enter the school via the main entrance and follow the signs for the library that show the booking area. Parking is available on the main school car park.

Time	Teacher	Student	Subject	Room
15:50	Mr J Brown	Ben	English	E6
16:10	Mr J Brown	Ben	English	E6
16:30	Mr J Brown	Ben	English	E6
16:50	Mr J Brown	Ben	English	E6
17:10	Miss B Patel	Andrew	Mathematics	M2
17:30	Mrs A Wheeler	Ben	French	L4

### 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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