



# Parents' Guide for Booking Appointments

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

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

**Log In**

## Step 1: Login

Fill out the details on the page then click the *Log In* button. Please ensure that the child's name you enter matches with what we have on our system.

A confirmation of your appointments will be sent to the email address you provide at this stage.

**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 to book appointments. This is the date when your child's parent's evening is taking place.

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 would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. To pick your own 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 untick 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 would like to book appointments with. We encourage you to book appointments with all subject teachers. A green tick indicates that the selection is made. 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 McNamara	Andrew	French	L4

Accept Appointments Cancel Appointments

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments, which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00			<input checked="" type="checkbox"/>

### 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 would like to discuss, or raise anything beforehand.

Once you are finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**Year 11 Subject Evening**  
4 appointments from 10:45 to 11:00

Thursday, 12th April

Print Amend Bookings

It is possible to change your booking for a particular subject. Please note that you cannot change the date of your booking. If you are unable to attend, please contact the school to discuss this.

Time	Teacher	Student	Subject	Room
10:45	Mr J Brown	Ben	English	E6
10:50	Miss B Patel	Andrew	Mathematics	M2
10:55	Mr J Brown	Ben	English	E6
11:00	Mr J Brown	Ben	English	E6
11:05	Miss B Patel	Andrew	Mathematics	M2
11:10	Mr J Brown	Ben	English	E6

Send Feedback

### Step 6: Finished

All your bookings now appear on the My Bookings page. You will receive an email confirmation and you can print appointments by pressing *Print* if you wish. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.