



January 2023

Dear Parents and Carers,

Year 12 and 13 Parents' Evening – Face to Face Appointment Booking

I would like to invite you to attend our in-school face to face Parents' Evening on Thursday 12th January 2023, 4.00 – 7.00pm

The purpose of this Parents' Evening is to meet your child's subject teachers to discuss their academic progress and required preparation for external examinations. This event will be held in the Bletchley building and we ask you to arrive at the main reception 5 minutes prior to your first appointment time to ensure a prompt start.

To book your appointment, please visit <https://castlerock.schoolcloud.co.uk/>. The system goes live at 12 noon on Friday 6th January and closes at 11.55pm on Wednesday 11th January.

Each appointment is 5 minutes long and we advise that you leave a five minute gap between each appointment to allow you to travel between teachers. If you feel that that a longer discussion is necessary, please ask the individual teacher to make further contact after the event.

Mrs Parker, Head of Sixth Form, and Mrs Lofthouse, Sixth Form Pastoral Mentor, will be available for informal drop in discussions should you have any Sixth Form related questions.

To book, you will need your details (Title, first name, surname and email address) and your child's details (first name, legal surname and Date of Birth). Instructions on how to book are on the next page.

We look forward to welcoming you in to The Castle Rock School to talk to your child's tutor

Yours faithfully

Alex Grainge
Associate Headteacher

Browse to <https://castlerock.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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

16:30: Miss B Patel (Class 10E (H3)) - Booked (Blue checkmark)

16:40: Miss B Patel (Class 10E (H3)) - Unavailable (Grey)

16:50: Mr J Brown (SENCO (A2)) - Available (+)

17:00: Mr J Brown (SENCO (A2)) - Available (+)

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 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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