



Exeter
a learning community

26 February 2021

Dear Parent / Carer,

**Parents' Consultation (Evening) Monday 1st – Friday 19th March 2021
Online Appointment Booking – Nursery**

We would like to invite you to attend our second Parents' Evening of this academic year during March. We have created more appointments at varying times over the three weeks so that all parents are able to choose a time that works for them. This is an important appointment and provides you with an opportunity to discuss how your child is doing academically and ways in which we can continue to support you both in school and at home. **All of these meetings will be done via TEAMS and should include the parent, child and teacher.** This way, as we cannot meet in person, we can still see each other face to face whilst talking and share documents etc over the screen.

Appointments can be made from Friday 26th February 2021. Two ways to make your appointment are:

1. Log onto your Gateway App, go to useful links and click on Parent Evening. or
2. Visit <https://exeterschool.parenteveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

If you are not able to log on, please email info@exeteralc.com typing in 'parent evening' in the subject box and tell us the message which is coming up. If the details you enter on the log in page does not completely match our data base e.g. Ms instead of Miss, a link will not be made. If this happens, we would also advise going onto the school website and updating your contact details – this can be done by going to www.exeterschool.co.uk, go to the parent zone and then click on data collection.

Yours sincerely

Mr Shotton and Mrs Saunders

Exeter A Learning Community

Parents Evening System

Welcome to the Exeter A Learning Community parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		Confirm Email
<input type="text"/>		<input type="text"/>

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	1	January	2010

Parents' Guide for Booking Appointments



Exeter a learning community Brayford Avenue Corby Northants NN18 8DL Tel 01536 204765 Email info@exeteralc.com
Executive Principal Melanie Saunders-Short Executive Principal Matthew Shotton

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

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.

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*.

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.

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.

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).

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*.