



Exeter
a learning community

27 September 2021

Dear Parent / Carer,

**Parents' Consultation (Evening) Tuesday 19th and Wednesday 20th October 2021
Online Appointment Booking – Years Reception – Year 6**

We would like to invite you to attend our first Parents' Evening of this academic year in October. This is an important appointment and provides you with an opportunity to discuss how your child has settled into their new class and how they have started off academically, as well as ways in which we can continue to support you both in school and at home. **These meetings can be done either face to face in school, over the phone or online (TEAMs or zoom).** This way, you can choose an appointment type which works best for you to ensure that we get to speak to every parent. Please add in the notes section which type of meeting you would prefer. If you do not state, we will presume you are coming into school.

Appointments can be made from Monday 27th September 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 Nicholls

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"/>	<input type="text" value="1"/>	<input type="text" value="January"/>	<input type="text" value="2010"/>



Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rachael4@gmail.com), and Confirm Email (rachael4@gmail.com). The 'Student's Details' section includes 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 of text: '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, under 'Click a date to continue:', there are two options: 'Thursday, 16th March Open for bookings' and 'Friday, 17th March Open for bookings', each with a right-pointing arrow. 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 screenshot shows a screen titled 'Choose Booking Mode'. It contains the text: '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 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.

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'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 E5
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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<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'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.

Year 10 Subject Library

Monday 10th April

My Bookings

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	English	E5
16:30	Miss B Patel	Andrew	French	L4
16:50	Mr J Brown	Ben	English	E5
17:00	Mr J Brown	Ben	English	E5

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*.