07 February 2022



Dear Parent / Carer,

Parents' Consultation (Evening) Tuesday 1st and Wednesday 2nd March 2022 Online Appointment Booking – Reception – Year 6

We would like to invite you to attend our Parents' Evening on Tuesday 1st March (4-7pm) and Wednesday 2nd March (3:30-5:30pm). This is an important appointment and provides you with an opportunity to discuss how your child has made progress since the last meeting, as well as ways in which we can continue to support you both in school and at home. These meetings are automatically booked via a video link, but if you would prefer a face to face meeting, please write this in the notes section when booking. This way, you can choose an appointment type which works best for you to ensure that we get to speak to every parent. If you do not state your preference, we will presume you prefer a virtual meeting.

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.parentseveningsystem.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 my going to

Exeter A Learning Co	mmunity	
-	ommunity parent te	acher conference booking system. Appointments can be ensure your email address is correct.
Your Details		
Title First Name		Surname
Email		Confirm Email
Student's Details		
First Name	Surname	Date of Birth

www.exeterschool.co.uk, go to the 'Parent Zone' and then click on 'Data Collection.'

Yours sincerely,

Scott Nicholls Head of School



Parents' Guide for Booking Appointments

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.



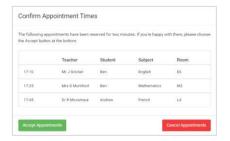


Step 4: Choose Teachers

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

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.

