



**Exeter**  
a learning community

07 February 2022

Dear Parent / Carer,

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

We would like to invite you to attend our Parents' Evening on Tuesday 1<sup>st</sup> March (4-7pm) and Wednesday 2<sup>nd</sup> 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:



Exeter a learning community Brayford Avenue Corby Northants NN18 8DL Tel 01536 204765 Email [info@exeteralc.com](mailto:info@exeteralc.com)  
Executive Principal Melanie Saunders-Short Executive Principal Matthew Shotton Head of school Scott Nicholls

Exeter – a learning community is part of Inspiring Futures through Learning, a company Limited by Guarantee and registered to Fairfield Primary School, Apollo Avenue, Fairfield, Milton Keynes MK11 4BA. The company number is 07698904 and is registered in England.

If you are not able to log on, please email [info@exeteralc.com](mailto: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](http://www.exeterschool.co.uk), go to the 'Parent Zone' and then click on 'Data Collection.'

Yours sincerely,

Scott Nicholls  
Head of School

## 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 (Abbott), Email (rachael4@gmail.com), and a Confirm Email field. The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbott), 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 green header 'Parents' Evening'. Below it, a text box explains the event. To the right, a section 'Click a date to continue:' lists 'Thursday, 16th March' and 'Friday, 17th March', each with an 'Open for bookings' link and a right arrow. At the bottom is a link '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 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected with a green dot) and 'Manual'. 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.

Time	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).

Mr J Brown  
SENCO (A2)  
Ben

Miss B Patel  
Class 10E (H3)  
Andrew

Mrs A Wheeler  
Class 11A (L1)  
Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
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'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.

My Bookings

Next 10 Subject Learning

Time	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

## 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*.