

Dear Parent and Guardians,

We invite all parents and guardians to sign-up for our teacher/parent meetings on Wednesday 8th November from 5.30-8pm or Thursday 9th November 3.30-6pm.

Appointments on Wednesday will be virtual via our secure online video system; School Cloud. On Thursday they will be held in person at school.

If you have a child who attends our COIN centre, you will be able to book two appointments, one with your child's mainstream teacher and the other with the centre staff. Please note centre staff will only be available for virtual appointments on Wednesday.

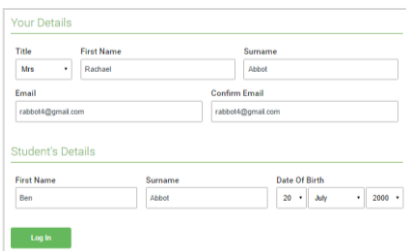
To book an appointment visit <https://northmeadjs.schoolcloud.co.uk/>

Simply follow the instructions below to book appointments for your child/ren.

Bookings will open today Please book via school cloud whether you wish to have a virtual or in person appointment.

Parents' Guide for Booking Appointments

Find <https://northmeadjs.schoolcloud.co.uk/>



The screenshot shows a login form titled 'Your Details' and 'Student's Details'. Under 'Your Details', there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). Under 'Student's Details', there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom left.

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 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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	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.

Mr J Brown

SENCO (A2)

Ben

Miss B Patel

Class 10E (H3)

Andrew

Mrs A Wheeler

Class 11A (L1)

Ben

16:30			
16:40			
16:50	+		+
17:00			+

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.

Home

My Bookings

My Calendar

Book 11 Appointments

Thursday 16th April

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the sign for the Year 11 hall where this evening's booking is available in the main school car park.

Teacher	Student	Subject	Room
17:00	Mr J Brown	Ben	SENCO
17:10	Mr J Brown	Ben	English
17:25	Mr J Brown	Ben	Maths
17:45	Mr J Brown	Ben	French
17:55	Mr J Brown	Ben	Mathematics
18:05	Mr J Brown	Ben	Science

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*.

How to attend appointments over video call.

In order to make video calls you need to have as a minimum: (please contact us if you do not have access to any of the below)

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:

iPhone/iPad: Safari

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge

Mac: Safari, Chrome or Firefox

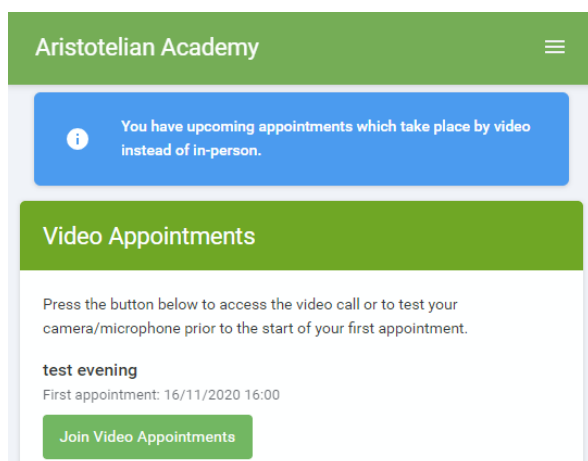
Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1. Log in and go to the Evening



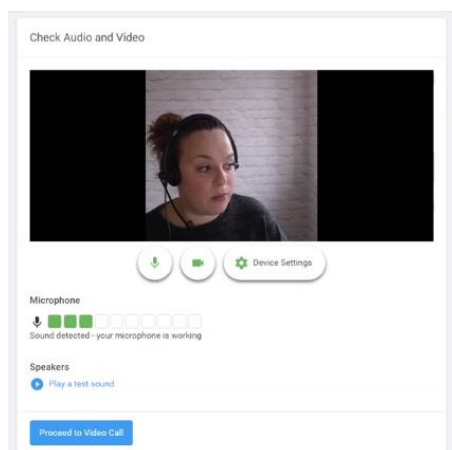
On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school,

<https://northmeads.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received.

*Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a **Join Video Appointments** button.*

Press the button to join your appointment on the day - or to test your camera/microphone at any time.

2. Check Audio and Video



*When you click **Join Video Appointments** the **Check Audio and Video** screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.*

*From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click **Proceed to Video Call**.*

3. The Video Call

On this screen you can see the following, when in a call:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.

- At the bottom the controls for the microphone and camera.

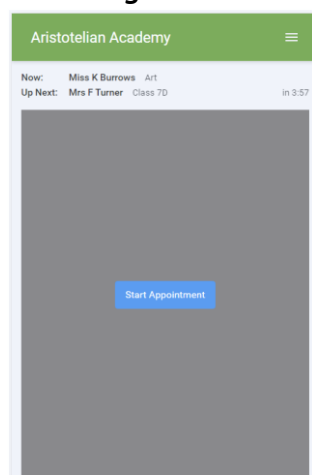


- and a hang up button to leave the call.



- In the middle, when your appointment is due to start, the *Start Appointment* button.

4. Making a call



Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.

5. Follow on calls



If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Once your final appointment for the evening is complete you will see a message advising you of this.

Do contact us, via info@northmead.surrey.sch.uk or via your child's class email if you have any problems.

Class teachers are looking forward to meeting you.

Kind Regards,

Miss D. Lewis
Deputy Head Teacher
Northmead Junior School