Parents' Guide for Booking Appointments

Browse to https://tanfieldleacommunity.schoolcloud.co.uk/

Step 1: Login

Fill out the details on the page then click the *Log In* button. (Please note, you can only book for one child at time. If you have more than one child you need to login separately for each child.)

A confirmation of your appointments will be sent to the email address you provide.

You can book using this method for all children except those in Pre-School. A separate letter will be sent out for them.

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: Book Appointment

Your child's class teacher's name should be on the screen and the green box ticked.
Click on 'Continue to Book Appointments'.

Select your preferred appointment time by clicking any of the green cells.

Blue cells signify where you already have an appointment (if you have already booked an appointment for another child). Grey cells are unavailable.

Step 4: Notify us of the phone number you'd like us to call you on

Once you have selected a time for an appointment you will see an 'Add Appointment' box which asks you to confirm the appointment and add a message to your child's teacher.
Please put in this box:

1) **The mobile number that you would like the teacher to ring you on. *Please make sure you check you have entered the phone number correctly.***
2) **The name of the person the teacher will be ringing.**

Then press 'Save'.

Step 5: Finish the process for your first child

Once you have finished booking your child's appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

Step 6: Finished for your first child

Your booking will 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* then *Continue to Book Appointments.*

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*.

Then choose an alternate time.

Finally, sign out.

Step 7: Book for another child

If you have more than one child in school to book an appointment for (please note Pre-School cannot be booked on this system) please repeat the process for them.