# **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.

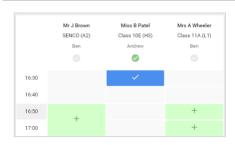
You can book using this method for all children except those in Pre-School. A separate letter will be sent out for them.



### Step 2: Select Parents' Evening

Click on the date available to book; on this occasion 28/02/2022 OR 01/03/2022.

Unable to make the date listed? Click I'm unable to attend.



#### Step 3: Book appointment

Your child's teacher's name should be on the screen and the green box ticked.

A green tick indicates they're selected. To de-select, click on their name.

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.

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.

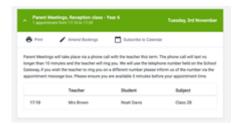


#### Step 4: Finished for your first child.

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.

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# Step 5: 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.

Then sign out.

## Step 6: Before your appointment time on 28th February or 1st March

Login to the system

On the dashboard click the button 'join video call' you will then be connected by video call to your child's class teacher.

WE'LL SEND YOU FURTHER INSTRUCTIONS ON HOW TO LOGIN TO YOUR CALL BEFORE THE END OF THIS HALF TERM.