

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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.

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 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*.

	Mr J Brown SENC0 (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 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.

My Bookings

Teacher	Student	Subject	Time
Mr J Brown	Ben	English	16:30
Miss B Patel	Andrew	English	16:30
Mrs A Wheeler	Ben	English	16:30
Mrs A Wheeler	Ben	Mathematics	16:50
Mrs A Wheeler	Ben	Science	17:00

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*.

Parent Meetings, Reception class - Year 6

Appointment Time: 17:10 to 17:20

Parent Meetings will take place via a phone call with the teacher this term. The phone call will last no longer than 10 minutes and the teacher will ring you. We will use the telephone number held on the School Gateway. If you wish the teacher to ring you on a different number please inform us of the number via the appointment message box. Please ensure you are available 5 minutes before your appointment time.

Teacher	Student	Subject
17:10	Mrs Brown	Naah Davis - Class 2B

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.