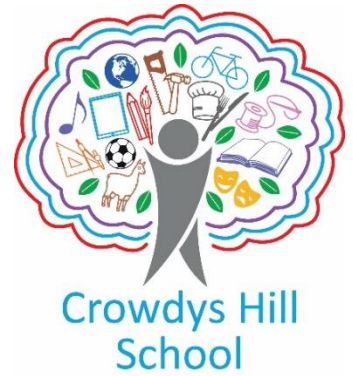


Jefferies Avenue
Swindon
Wiltshire SN2 7HJ

Headteacher - Mrs K Higham
Phone - 01793 332400
email - ttopp@crowdyhill.swindon.sch.uk
website - www.crowdyhill.swindon.sch.uk



28 May 2024

Dear Parents/Carers

Year 7 Parents Evening

On Tuesday 11 June 2024 there will be a Parents Evening for year 7 from 5.30pm – 7.30 pm.

The school has an easy to use online appointment booking system run by School Cloud. This allows you to choose your own 10-minute appointment time with your child's Form Tutor, and a 5 minute appointment with any other teachers that teach your child, you will then receive a confirmation email and a link to your appointment.

Please visit <https://crowdyhill.schoolcloud.co.uk/> to book your appointments. Should you then wish to make any changes after this please contact Trudy Topp (email address above) at the school. A short guide on how to add appointments is included with this letter.

Login with the following information:

- your title, first name, surname,
- your email address,
- your child's first and last names,
- your child's date of birth.

If you do not have access to the internet, please contact Miss Topp at the school, who will be happy to add appointments on your behalf.

These appointments will take place face to face at the school, following all the current covid guidelines.

In the meantime, if you have any other questions or queries about Parents Evening, please contact Miss Topp at the school.

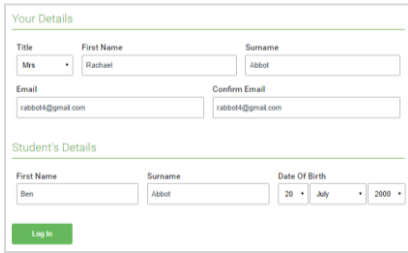
Yours sincerely

Kate Higham
Headteacher



Parents' Guide for Booking Appointments

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

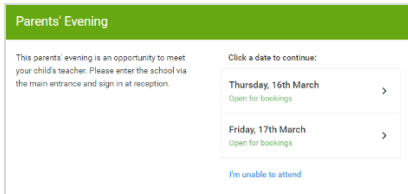


The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot),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

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.

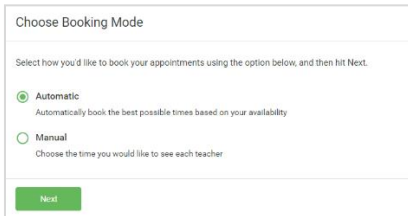


The screenshot shows a 'Parents' Evening' selection screen. It features a green header and a text box explaining the purpose of the evening. Below this, there is a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is a link for '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' selection screen. It has a header and a text box asking the user to select how they'd like to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. Below each option is a brief description. 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 teacher 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 Monamara	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
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<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.

Year 11 Subject Evening

Thursday, 12th April

The period is subject to change. If you have any queries, please contact the school office.

Time	Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	English	E6
16:10	Mr J Brown	Ben	English	E6
16:20	Mr J Brown	Ben	English	E6
16:30	Mr J Brown	Ben	English	E6
16:40	Mr J Brown	Ben	English	E6
16:50	Mr J Brown	Ben	English	E6
17:00	Mr J Brown	Ben	English	E6

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*.

