

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

Parent Login Code: 0111 1345
 Student Date Of Birth: 20 July 2000
 Email: rabbot4@gmail.com
 Confirm Email: rabbot4@gmail.com
 Log In

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
 Friday, 17th March
 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 Teachers
 If there is a teacher you do not wish to see, please untick them before you continue.
 Ben Abbot
 Mr J Brown
 Mrs A Wheeler
 Continue to Book Appointments

Step 3: Choose Teachers

Please note the default pre-selects ALL teachers, click on the box to de-select.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name

	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 4: 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.

We advise you to leave a question/message for the teacher to say what you'd like to discuss, this helps to focus the appointment. You will be given the option for this when you have selected an appointment 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.

The system allows you to invite one other parent/guardian to attend the video appointment remotely. Full instructions for this are given in the Video Appointments Guide.

My Bookings page showing a table of appointments with columns for Teacher, Student, Subject, and Status.

Step 5: 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*.