



Parents' Guide for Booking Appointments

To book click here <https://townfield.schoolcloud.co.uk/>

Your log in details are linked to your child's school record and therefore must match exactly the records school hold in relation to guardians with parental responsibility

Townfield Primary School

SchoolCloud

Welcome to the Townfield Primary School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
leave blank ▼	enter first name (legal first name)	enter surname (legal surname)
Email		Confirm Email
enter your email address linked to school (address you receive your school communications)		confirm address

Student's Details

First Name *	Surname	Date of Birth		
Child's first name as per school record	Child's surname as per school record	1 ▼	January ▼	2010 ▼

***If you have more than one child - you can enter details of any child at Townfield**

Log In

To book click here <https://townfield.schoolcloud.co.uk/>

Welcome to the online parent evening booking system. Appointments will be allocated to a time from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabboh@gmail.com	rabboh@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September In-person & video call Open for bookings	>
Tuesday, 14th September In-person Open for bookings	>

[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 Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

[Choose earliest and latest times](#)

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

Step 5: Choose Teachers

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

PLEASE ENSURE YOU ONLY CHOSE ONE TEACHER

YOU WILL ONLY BE ABLE TO BOOK AN APPOINTMENT FOR A DATE THE CHOSEN TEACHER IS AVAILABLE – IF A TEACHER SHOWS AS UNAVAILABLE IT MAY BE THAT YOU HAVE SELECTED A DAY THAT TEACHER IS NOT AVAILABLE

Mrs Mathieson is available on Wednesday 1st December 2021

Mrs Buckley is available on Thursday 2nd December 2021

01220 Please confirm your appointments before you finish

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 G Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 6: Book Appointments (Automatic)

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.

	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 7: 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.

September Parents Evening 2 appointments from 16:15 to 16:45 Tuesday, 14th September In person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening 2 appointments from 16:00 to 16:45 Monday, 13th September Video call

September Parents Evening 2 appointments from 15:00 to 15:45 Monday, 13th September In-person

Step 8: 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*.

Trouble Shooting

Video Calls - Guide to Parents Evening

> how to attend appointments over video call

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

> video troubleshooting

<https://support.parentseveningsystem.co.uk/article/807-video-troubleshooting-camera-and-microphone-access>

Logging In - your log in screen should look like this

The screenshot shows the 'SchoolCloud' login interface for Townfield Primary School. At the top is a red header with the school's name. Below it, the 'SchoolCloud' logo is displayed, followed by a welcome message: 'Welcome to the Townfield Primary School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.' The main section is titled 'Your Details' and contains two rows of input fields. The first row has 'Title' (a dropdown menu), 'First Name', and 'Surname'. The second row has 'Email' and 'Confirm Email'. Below this is the 'Student's Details' section with 'First Name', 'Surname', and 'Date of Birth' (which includes three dropdown menus for day, month, and year). A green 'Log In' button is positioned below the student details. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login'.

If you do not see the above screen, check you are in the Parent Log in section which can be identified by checking the tabs along the bottom

This screenshot shows the 'Admin Login' page for Townfield Primary School. It features a red header with the school's name. The main content area is titled 'Admin Login' and includes 'Username' and 'Password' input fields. Below these fields is a green 'Log In' button and a blue link that says 'Forgot Your Details?'. At the bottom of the page, there are two tabs: 'Parent Login' and 'Teacher Login'. The 'Parent Login' tab is circled in green, indicating it is the active or recommended selection. The 'schoolcloud' logo is at the very bottom.

Log In Errors

Unable to find a student with those details – check

- you have the spelling is correct spelling
- there are no unintended spaces at the end of the word
- you are not using any shortened versions of names or alternative names

e.g. Michael instead of Mike or Surname is the legal surname not preferred surname

Unable to find a parent with those details – check

- you have the spelling is correct spelling
- there are no unintended spaces at the end of the word
- you are using an email address linked to your child's account

Remember you can only book an appointment if you are registered on your child's school record as a legal guardian