

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

As main school and nursery parents' evenings are being hosted separately, you will not be able book appointments for children in both settings via the same booking link. You will need to log out and log back in entering a different child's details.

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Parents' Guide for Booking Appointments

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

WELCOME TO THE TOWNFIELD PARENTS' EVENING BOOKING SYSTEM. APPOINTMENTS CAN BE ATTENDED VIA A LINK FROM THE EMAIL CONFIRMATION - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	28 • 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*.

Ensure you click the correct date for your child's class (e.g. Nursery 1 – Monday 29th November 2021 and N2 Monday 6th December 2021). You will only find availability for your child on the correct date.

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

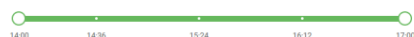
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



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

☒ Mr J Brown

SENCO

☒ Mrs A Wheeler

Class 1/1A

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.

01:20 Please confirm your appointments within 4 minutes

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 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

Logging In - your log in screen should look like this

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

Email

Confirm Email

Student's Details

First Name

Surname

Date of Birth

Log In

Teacher Login

Administrator Login

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

Townfield Primary School

Admin Login

Username

Password

Log In

Forgot Your Details?

Parent Login

Teacher Login

schoolcloud

Adding an additional parent/guardian

Once you have booked your appointments you will receive confirmation of your appointments by email. To invite another parent/guardian to also attend the video appointment you will need to log back into the booking system, where you will see details of your bookings.

schoolcloud Townfield Primary School

Home
My Bookings

You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call or [click here](#) to test your connection prior to the start of your next appointment on 29/11/2021.

Join Video Appointments

Parents Evening (virtual)

Autumn 2021 - Virtual Parents Evening

Click a date to continue

Monday, 29th November
You have 3 appointments

Tuesday, 30th November
Open for bookings

Click on the date you have appointments booked and you will be directed to an overview of any appointment(s) booked – at the top of your appointment list you will see an option to “Manage Invites”

Parents Evening (virtual)
3 appointments from 17:10 to 17:39

Monday, 29th November

Print Amend Bookings **Manage Invites** Subscribe to Calendar

Autumn 2021 - Virtual Parents Evening

Teacher	Student	Subject	Invited Parent/Guardian
17:10			
30 second gap			
17:20			
30 second gap			
17:30			

Here you will be prompted to add in the appropriate details.

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

I can't see my older child in my list of children?

- As main school and nursery parents evenings are being hosted separately, you will not be able book appointments for children in both settings via the same booking link.
- You will need to log out and log back in entering a different child's details.

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>