

Parents' Guide for Booking Appointments

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

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	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.

NOTE: Only Priority 1 contacts details can be used to login.

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 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 3: 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.

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

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](#)

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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 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*.