

KDS/JSS

17 March 2022



Dear Parent/Carer

### **Year 10 Parents' Evening - Thursday 30 March 2023**

I would like to invite you to attend the Year 10 Parents' Evening which will be held on Thursday 30 March 2023 between 4.30pm and 7.30pm in the Sports Hall on the Cherbourg Campus.

This evening is a chance to discuss your child's progress with each subject teacher and what they need to do to achieve their full potential. You may also wish to make an appointment with their form tutor or Year Leader, who will also be in attendance, if there are any other issues you would like to discuss. Mrs Smith, Careers Adviser, will be in attendance if anyone has any queries about careers or work experience.

The school will be using the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Tuesday 21st March at 9am and will close on Wednesday 29th March at 4pm. Please visit <https://crestwoodcommunity.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter.

We will be using an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. There will be a timing system in place on the evening, to make sure appointments run to time.

If you have difficulty in using the software please contact [itsupport@crestwood.hants.sch.uk](mailto:itsupport@crestwood.hants.sch.uk)

Parents' evenings are a great opportunity for both parents and teachers to work together to support your child and give them the best possibility of success. We normally ask parents to complete a questionnaire during the evening. We will have paper copies of the questionnaire available on the night. However, parents can complete this online version prior to attending the evening. If you click on this link – [Parent Feedback](#) you will be able to leave us your views.

Yours sincerely

Krista Dawkins  
Headteacher

#### **Crestwood Community School**

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: [adminoffice@crestwood.hants.sch.uk](mailto:adminoffice@crestwood.hants.sch.uk) Tel: 023 8064 1232 Web: [www.crestwood.hants.sch.uk](http://www.crestwood.hants.sch.uk)



CRESTWOOD  
COMMUNITY SCHOOL

## Parents' Guide for Booking Appointments

Browse to <https://crestwoodcommunity.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 at the bottom.

### 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 green header 'Parents' Evening'. Below it, a message states: '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.' To the right, under 'Click a date to continue:', there are two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. A link 'I'm unable to attend' is at the bottom.

### 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' screen. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two options: 'Automatic' (selected with a radio button) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. 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.

The screenshot shows a 'Choose Teachers' screen. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, under 'Ben Abbot', there are two teacher options: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark in a box. A green 'Continue to Book Appointments' button is at the bottom.

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

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