



CRESTWOOD
COMMUNITY SCHOOL

22 February 2023

Dear Parents/Carers

Year 11 Parents' Evening
Thursday 9 March 2022 – 4.30-7.30pm – Cherbourg Campus

We will be holding a Year 11 Parents' Evening for parents and students on Thursday 9th March 2023 from 4.30-7.30pm. This evening will be held in the Sports Hall on the Cherbourg Campus. Please note this is a change to the original date due to the planned NEU strike action on 2nd March.

This evening is a chance to discuss your child's progress and mock examination results with each subject teacher as well as what they need to do to achieve their full potential.

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 stick to their times.

Appointments can be made from Wednesday 22nd at 3pm. Please visit <https://crestwoodcommunity.schoolcloud.co.uk/> to book your appointments. A short guide on how to book appointments is included with this letter.

If you have difficulty in using the software please contact our IT team by emailing 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 at all parents' evenings; please click on this link – [Parent Feedback](#) to complete.

Yours sincerely

Jonathan Russell
Assistant Headteacher
jonathan.russell@crestwood.hants.sch.uk

Josh Buckingham
Assistant Headteacher
joshua.buckingham@crestwood.hants.sch.uk

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 Tel: 023 8064 1232 Web: www.crestwood.hants.sch.uk



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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 screen titled 'Parents' Evening'. It contains a paragraph explaining the event, a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. At the bottom, there is a link that says '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) 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 screen titled 'Choose Teachers'. It includes a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, under the heading 'Ben Abbot', there are two teacher options: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have green checkmarks in boxes, indicating they are selected. 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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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 5a (Automatic): Book Appointments

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 (Step 5b).

	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 5b (Manual): 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.

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO
16:30	Miss B Patel	Andrew	Class 10E
16:30	Mrs A Wheeler	Ben	Class 11A
16:50	Mr J Brown	Ben	SENCO
16:50	Miss B Patel	Andrew	Class 10E
16:50	Mrs A Wheeler	Ben	Class 11A
17:00	Mr J Brown	Ben	SENCO
17:00	Miss B Patel	Andrew	Class 10E
17:00	Mrs A Wheeler	Ben	Class 11A

Step 6: 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*.

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