



27 March 2024

Dear Parent/Carer

**Year 9 Parents' Evening - Thursday 2 May 2024**

Further to my letter of 22 March 2024 regarding the Year 9 Options process, I would like to remind parents that we are holding a Year 9 Parents' Evening on Thursday 2 May 2024 from 4.30-7.30pm. The evening will take place in the Sports Hall on the Shakespeare Campus.

The system is now open for taking bookings. Please visit <https://crestwoodcommunity.schoolcloud.co.uk/> to book. A short guide on how to add appointments is included with this letter.

This system 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 – [here](#) you will be able to leave us your views.

Yours sincerely

Steve Topazio  
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**Crestwood Community School**

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CRESTWOOD  
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## Parents' Guide for Booking Appointments

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

The screenshot shows two sections of a form. 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 'Log In' button is located at the bottom left of the form.

### 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, there is a text box explaining the purpose of the evening. To the right, there is a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and 'Open for bookings' text. At the bottom, there is a link '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 section titled 'Choose Booking Mode'. It contains the text 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the description 'Automatically book the best possible times based on your availability' and 'Manual' with the description 'Choose the time you would like to see each teacher'. A '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 section titled 'Choose Teachers'. It contains the text 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher selection boxes: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A), both with green checkmarks. A '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<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>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.

View 11 Subject Evening  
Appointment for 10th April

10:00 Mr J Brown Ben English E6

10:15 Mr J Brown Ben English E6

10:30 Mr J Brown Ben History H4

10:45 Mrs A Wheeler Andrew Mathematics M2

11:00 Mrs A Wheeler Andrew Science S2

### 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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