

St. Edmund's Church of England Primary School
Fawkham Road, West Kingsdown, Sevenoaks, Kent, TN15 6JP
Tel: 01474 853484, **e-mail:** office@st-edmunds.kent.sch.uk
www.st-edmunds.kent.sch.uk

20th October 2023

Dear Parents / Carers,

We will shortly be holding Parent Consultations, when you will have the chance to speak to your child's class teacher and see their books. Each teacher will be available for the days listed below. This allows you to have a 15-minute conversation regarding your child's progress and any questions or concerns you may have. Consultations will take place in the Key Stage 2 hall.

Tuesday 14th November 2023	All Staff	3.30pm – 7.30pm
Wednesday 15th November 2023	All Staff	3.30pm – 6.30pm

We will be using School Cloud to book consultation times for your child. Details are below in this letter.

Go to <https://westkingsdown.schoolcloud.co.uk/>

email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbott

Email: rachael4@gmail.com Confirm Email: rachael4@gmail.com

Student's Details

First Name: Ben Surname: Abbott Date Of Birth: 20 July 20

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*.

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, press the button to continue.

Choose earliest and latest times

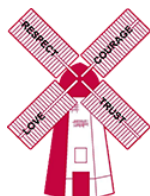
14:00 14:36 15:24 16:12

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.

St. Edmund's is a welcoming and nurturing environment, where each individual is supported to develop morally, spiritually, socially, culturally and academically. Our extended community, through our Christian values of Love, Courage, Trust and Respect encourage each other in faith to 'Let your light shine.' (Matthew 5).



St. Edmund's Church of England Primary School
 Fawkham Road, West Kingsdown, Sevenoaks, Kent, TN15 6JP
Tel: 01474 853484, **e-mail:** office@st-edmunds.kent.sch.uk
www.st-edmunds.kent.sch.uk

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
---	--

[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.

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 O 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (H4)
	Ben ⊖	Andrew ⊕	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 Tuesday, 14th
 2 appointments from 16:15 to 16:45

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th. 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 Monday, 13th
 2 appointments from 16:00 to 16:45

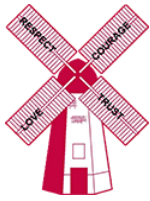
September Parents Evening Monday, 13th
 2 appointments from 15:00 to 15:45

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*.

St. Edmund's is a welcoming and nurturing environment, where each individual is supported to develop morally, spiritually, socially, culturally and academically. Our extended community, through our Christian values of Love, Courage, Trust and Respect encourage each other in faith to 'Let your light shine.' (Matthew 5).



St. Edmund's Church of England Primary School

Fawkham Road, West Kingsdown, Sevenoaks, Kent, TN15 6JP

Tel: 01474 853484, **e-mail:** office@st-edmunds.kent.sch.uk

www.st-edmunds.kent.sch.uk

Please ensure that you book the correct day for each child, if you have more than one child in the school.

As I believe this is a valuable time for both parents and teachers, appointments will be 15 minutes to give you sufficient time to discuss your child. If you require more time, please contact your teacher directly to make alternative arrangements, as you will not be able to run over on the day.

Yours faithfully,

Ruth Stoneham
Head of School

St. Edmund's is a welcoming and nurturing environment, where each individual is supported to develop morally, spiritually, socially, culturally and academically. Our extended community, through our Christian values of Love, Courage, Trust and Respect encourage each other in faith to 'Let your light shine.' (Matthew 5).