



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

Dear Parents / Carers,

5th November 2024

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 10-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.

Wednesday 13th November 2024	All Staff	3pm – 5pm
Thursday 14th November 2024	All Staff	3pm – 7pm

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/>

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.

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*.

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.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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.

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).



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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.



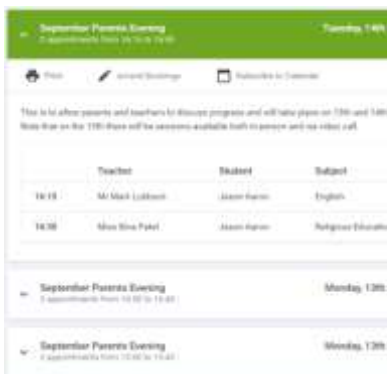
Step 7: Book Appointments

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.



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*.

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 10 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,

Mr Ben Hulme
Executive Headteacher

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