



Meet the teacher !



Dear Parent,

Unfortunately the rising cases of Covid in the Durham area mean that we will not be able to invite yourself and your child to school for a visit in person. Instead we will arrange an online personal meeting with you.

At this meeting you can meet your child's class teacher and pass on any information or ask any questions you have regarding your child's start at school. It would also be lovely for your child to say "hello" to the teacher if they are around at the time.

Your meeting can be booked by following the information overleaf (which will also be on the school website). Our meeting system allows for 10 minute meetings only however if a longer time is needed with the class teacher, a further telephone conversation can be arranged.

Booking will open from 9.00am on Thursday 8th July . Appointments can be booked between the following times :

Mrs Suluga's class - Monday 12th 10am—12 noon and 1pm to 4pm.

Ms Luke's class - Tuesday 13th 3.30pm– 5.00pm.

This would not have been our chosen transition for the children starting with us in September but I know you will understand that everyone's safety has to come first. In September the children will have the opportunity to attend school for half days only during the first seven school days and this will support them to settle into the Reception unit and get to know their teachers and friends. This is what we had to do in 2020 and the children all made a very happy and settled start to school.

If you have any questions or queries, please just give us a call.

The teachers are really looking forward to meeting you and hopefully your child.



Parents' Guide for Booking Appointments

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

email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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.

Parents' Evening

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.

Click a date to continue:

- Thursday, 16th March (Open for bookings)
- Friday, 17th March (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, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

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.

Choose Teachers

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

Ben Abbot

- Mr J Brown (BENCO)
- 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 D 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) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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.



The screenshot shows a 'My Bookings' page with a table of appointments. The table has columns for Time, Teacher, Student, Subject, and Phone. The appointments listed are:

Time	Teacher	Student	Subject	Phone
16:30	Mr J Brown	Ben	SENCO	01
16:40	Mr J Brown	Ben	SENCO	01
16:50	Mr J Brown	Andrew	SENCO	01
16:50	Mr J Brown	Ben	SENCO	01
16:50	Miss B Patel	Andrew	SENCO	01
16:50	Miss B Patel	Ben	SENCO	01

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*.