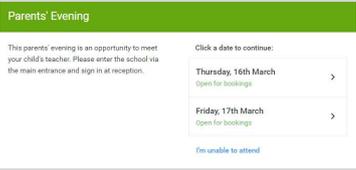
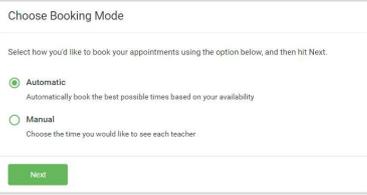
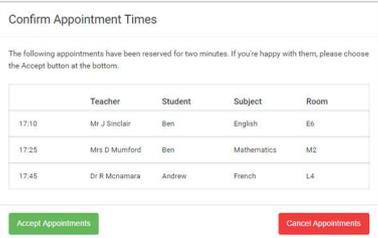


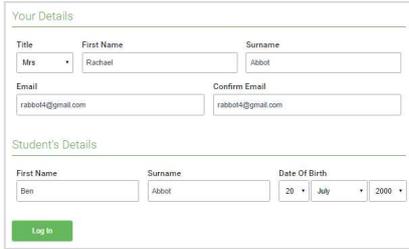
Parents' Guide for Booking Appointments

To begin, visit <https://conyersschool.schoolcloud.co.uk/>

	<p>Step 1: Login</p> <ul style="list-style-type: none"> - Go to the website above (or access via www.conyers.org.uk) - Fill out the details on the page then click the <i>Log In</i> button. <p>You will need to enter the details, which the school have on record for you and your child.</p>
	<p>Step 2: Select Parents' Evening</p> <ul style="list-style-type: none"> - Click on the date you wish to book your appointments for. - Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.
	<p>Step 3: Select Booking Mode</p> <ul style="list-style-type: none"> - Automatic: We will schedule the best appointments for you based on the time range you provide. - Manual: Allows you to decide times for appointment, subject-by subject. - Select "Next" <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>
	<p>Step 4: Choose Teachers</p> <ul style="list-style-type: none"> - 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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.
	<p>Step 5a (Automatic): Book Appointments</p> <ul style="list-style-type: none"> - If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left. <p><i>If it was not 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).</i></p>
	<p>Step 5b (Manual): Book Appointments</p> <ul style="list-style-type: none"> - 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 <i>Delete</i>. Then choose an alternate time. - You can optionally leave a message for the teacher to say what you would like to discuss, or raise anything beforehand. <p>Once you are finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>
	<p>Step 6: Finished</p> <ul style="list-style-type: none"> - All your bookings now appear on the My Bookings page. An email confirmation has been sent and you. You can log back in to view and amend bookings.

Getting Started on Consultation Evening

Remember: each appointment will begin at the exact stated time. All appointments are a maximum of 5 minutes. After this time has elapsed, the appointment will end automatically.



The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is located at the bottom of the form.

Step 1: Login / Follow the link in your confirmation email

- Follow the link in your appointments email to begin OR
- Go to the website above (or access via www.conyers.org.uk)
- Fill out the details on the page then click the *Log In* button.

Video Appointments

Press the button below to access the video call or to your first appointment.

First appointment: 03/12/2020 15:50

Join Video Appointments

Step 2: Click "Join Video Appointments"

- Appointments will last 5 minutes and begin at your scheduled appointment time.
- After 5 minutes you will be disconnected automatically.

Remember, if you arrive late the timer will have already started. We are unable to pause or reset this.

We advise you are logged in, and ready at least 5 minutes before your session begins.



My Bookings

Optional: Viewing Your Bookings

- You can press this button to view your appointments and make any changes.