



## Parents' Guide for Booking Online Appointments

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

**Parents' Evening System**  
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbo4@gmail.com      Confirm Email: rabbo4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

[Log In](#)

### 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.

Please use your child's **PREFERRED FORENAME** that matches our records, e.g. Edward might be Ted, Ed, Eddie

Date of birth – eg: 26/11/2005

**Primary School 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 the date 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

We recommend Manual for Form Tutor meetings. Then press *Next*.

**Choose Teachers**  
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown SENCO  Mrs D Mumford Mathematics  Mr J Sinclair English  Mrs A Wheeler Class 11A

Andrew

Miss F Burton Mathematics  Dr R McNamara French  Mr J Sinclair English

[Continue to Book Appointments](#)

### Step 4: Choose Teachers

Select the form tutor you'd like to book an appointment with. A green tick indicates they're selected.

**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 McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see your provisional appointment which is held for 2 minutes. To keep it, choose Accept at the bottom left.

If you cannot make that time switch to manual booking mode (Step 5b).

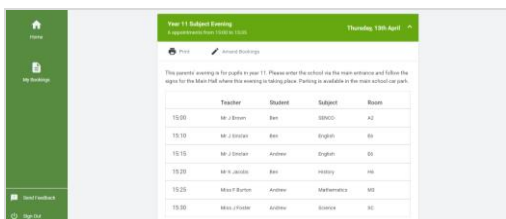
	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Step 5b (Manual): Book Appointment

Click any of the green cells to make your 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.

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.



**Year 11 Subject Evening**  
Appointment Details

This parents evening is for year 11. Please enter the school via the main entrance and follow the signs for the Main Hall when the evening is starting over. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr H Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M2
15:30	Miss Wheeler	Andrew	Science	S1

### Step 6: Finished Initial Bookings

You're now on the *My Bookings* page and your booking is below. Once you have confirmed your appointments you will receive an email from the online booking system listing your appointment times.

We strongly recommend keeping this email safely and using the link on the day of the parents' meeting to access the online video/call conferencing facility. You will receive an email reminder one hour before the start of your appointments on the day of the meeting.