

Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs | First Name: Rachel | Surname: Abbot

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

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 29 July 2000

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button.

You will need to use the exact name and email address that you have provided to the school. Confirmation of your appointments will be sent to your email address.

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 Teachers

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

Ben Abbot

- Mr J Brown
SENCO
- Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

Step 3: 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.

| | 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 4: 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.

Once you have finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

| Teacher | Subject | Address | Room |
|---------------|---------|---------|------|
| Mr J Brown | SEN | SENCO | 01 |
| Miss B Patel | SEN | SENCO | 01 |
| Mrs A Wheeler | SEN | SENCO | 01 |
| Mr J Brown | SEN | SENCO | 01 |
| Miss B Patel | SEN | SENCO | 01 |
| Mrs A Wheeler | SEN | SENCO | 01 |

Step 5: Finished

You're now on the My Bookings page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page 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*.